

	Holiday Leave Policy	
	Section No: 4.07	
	Category: Benefits and Leave Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes:</i> former Section 17, Resolution 2015-202 – December 20, 2022	
	Next Review Date: September 1, 2028	
	Responsible Office: Human Resources	
Policy Applies to:	☐ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☒ Full-Time employees only ☐ Other: _____

Relevant Definitions

N/A

Policy

The city will award 12 paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- Floating Holiday (1 day)

The City may, at its discretion, require employees to work on scheduled holidays. When **normal business operations** require employees to work on a holiday, such employees will be given equivalent time off as schedules permit and as approved by the department head or designee.

Nonexempt employees who are required to work on holidays and who would otherwise be off from work will be provided time and one-half pay pursuant to the city's Holiday Pay policy.

The Public Safety Chiefs shall establish departmental procedures governing holiday scheduling and the administration of holiday compensation, consistent with applicable City policies, collective operational needs, and legal requirements.

Holiday leave must be used by the end of the calendar year in which it is earned. Any unused holiday leave remaining as of December 31 will expire and will not be carried over, for all non-exempt employees they shall be paid out, unless otherwise required by law or specifically authorized by the City Manager.

Note: Employees who are on unpaid leave for more than 50% of a month will not accrue vacation, sick or holiday leave for that month.

The Floating Holiday should be used within the normal work week, and should not be used to generate overtime.

Employees working 24 hour shifts

Employees who work 24-hour shifts will receive holiday leave in 12-hour segments for each holiday to be taken as schedule permitted and as approved by the department head or designee.

Consequences of Policy Violation

Violations of this policy may be subject to disciplinary action, up to and including termination of employment.

Related Information or Procedures:

The floating holiday must be scheduled and approved in advance by the employee's supervisor. The time should be entered into the payroll system as "HF". All other holiday time should be coded as "HO"

When a holiday falls on Saturday, the Friday before the holiday will be substituted. When a holiday falls on Sunday, the following Monday will be substituted (see special provisions for Christmas/Christmas Eve).

Special Christmas/Christmas Eve provisions

- When Christmas falls on Saturday - Christmas Eve will be recognized on Thursday, Christmas will be recognized on Friday
- When Christmas falls on Sunday - Christmas Eve will be recognized on Friday, Christmas will be recognized on

Monday

- When Christmas falls on Monday - Christmas day will be a holiday, **Christmas Eve will be recognized on Friday**

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes **ONLY** the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov