Holidays
Policy Statement:
The City recognizes certain days in the year as holidays. On these days, the City is closed and employees receive their regular earnings for the day.

Policy:
The City recognizes the following holidays:

New Year's Day	January 1
Martin Luther King, Jr.	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving Holiday
Christmas Day	December 25

The City also provides two floating holidays per calendar year. The floating holiday or "personal" holiday can be used to celebrate holidays that the City does not recognize or for any other personal reason. Floating holidays do not carry over from year to year and will be forfeited if not used during the calendar year. Unused floating holiday hours are not paid to an employee when employment terminates.

Nonexempt employees that are required to work on the holiday will receive holiday pay, plus the hours worked at a rate of one- and one-half times their normal hourly wage.

Exempt employees that are required to work on the holiday will receive holiday pay, plus time off at another time equal to one- and one-half hours the number of hours worked on the holiday.

Employees who work less than 40 hours a week but are otherwise eligible for benefits, or employees who are not typically scheduled to work on a day that the City holiday is recognized will receive the holiday at a later date. The employee's supervisor or manager must approve requests for the holiday in advance.

Holiday pay is equal to the number of standard hours an employee works, not to exceed 8 hours. Employees working a compressed workweek may be required to make up hours or take vacation or compensatory for a full workday or workweek.

Temporary, seasonal and part-time employees that are not otherwise benefit eligible are not eligible for paid holidays.

Any holiday falling on a Saturday will be recognized the previous Friday. A holiday falling on a Sunday will be recognized on the following Monday.

In order to receive holiday pay, the holiday cannot be the employee's first or last day of work. An employee will not be entitled to holiday pay while on an unpaid leave of absence.

Employees who, due to religious, personal, or political beliefs, recognize holidays that the City does not, can request to use their floating holiday, vacation or compensatory time. If the employee does not have leave available, they may take the time away without pay with prior approval from their supervisor.