

EXHIBIT A



City of Meridian
Standard Operating Procedures
Number 4.1

CHANGES TO THESE PROCEDURES REQUIRE COUNCIL APPROVAL

Holidays

Purpose:

To establish the City's procedures regarding holidays observed by the City and related leave and compensation of holidays.

Procedures and Related Information:

I. Holidays

The City observes eleven (11) holidays with pay during the calendar year. The dates and days for these holidays are updated annually and located on the Human Resources Intranet Page.

- II. Holidays must be taken on the City's observed holiday unless the holiday falls on an employee's regularly scheduled day off. In that case, another day within the same workweek may be taken. With supervisor approval, the holiday may instead be paid in addition to the employee's regular work schedule.

III. Holidays Occurring on Saturday or Sunday

Holidays falling on a Saturday will be observed on the preceding Friday, and holidays falling on a Sunday will be observed on the following Monday.

IV. Compensation for Holidays

- A. Eligible full-time employees are paid the equivalent of their regular work schedule for **City-observed** holidays (dates and days located on the Human Resources Intranet Page).

- a. Example : Employee A is scheduled to work 10 hours on July 4th. Employee A will receive the Holiday benefit of 10 additional hours on their timecard. These Holiday benefit hours will be paid at straight time only and not be eligible for overtime.

- B. Employees required to work on the **actual** holidays (dates and days located on the Human Resources Intranet Page) will receive holiday pay at the rate of one and one-half (1.5) times their regular rate of pay for the hours worked on that day.

- a. Example : Employee A is scheduled to work on July 4th. Employee A will record the actual hours worked on July 4th on their Workday timecard. Employee A has a regular hourly rate of \$10 per hour. All hours actually worked (not scheduled) will

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be paid at \$ 15 per hour. Only the actual hours worked on July 4th will be eligible for the Holiday rate of pay.

C. Part-time and temporary employees are compensated only for hours worked.

V. Holiday and Leave Status

- A. Employees who are on leave status (vacation, sick, personal, workers' compensation, military duty, FMLA, etc.) are not eligible for additional holiday pay. Holidays falling within approved leave time will not be charged against the leave balance.
- B. Employees in an unpaid status on the workday before or after a holiday are not eligible for holiday pay.
- C. Employees separating from employment may not use accrued leave to extend their separation date to receive holiday pay or other benefits.

VI. Represented Fire Employees

Holiday leave for represented Fire employees shall be governed by the provisions of the Collective Labor Agreement.