



City of Meridian
Standard Operating Policy
Number 4.1

Holidays

Purpose:

To set forth the policy regarding holidays observed by the City and related leave and compensation pertaining to holidays.

Policy:

The City shall provide paid holidays to all eligible employees who are in a paid status the day before and the day after the holiday. Represented Fire employees holiday benefits and related leave and compensation are covered under the collective labor agreement. Holiday pay will be equivalent to the employee's regular work schedule. Holiday pay will not be given to employees taking any unpaid leave time the day before or the day after a holiday. Holidays must be observed on the City's designated holiday. Individual exceptions must be approved by the department director. Eligible employees shall be granted up to eleven paid holidays per year. Emergency service personnel or others required to work on holidays shall be compensated for holiday hours as outlined in the Holidays Standard Operating Procedures.

This policy shall be implemented pursuant to the Holidays Standard Operating Procedures.

Authority & Responsibility:

Payroll shall work in conjunction with Human Resources to ensure proper tracking and payment of holiday hours for employees, including special arrangements for emergency service personnel or others required to work on holidays.