



City of Meridian
Standard Operating Procedures
Number 4.1

CHANGES TO THESE PROCEDURES REQUIRE COUNCIL APPROVAL

Holidays

Purpose:

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

Procedures and Related Information:

I. Holidays

A holiday is a day of exemption from work, granted to eligible employees as if they had actually worked. The City observes eleven (11) holidays with pay during the calendar year:

1. New Year's Day (January 1)
2. Martin Luther King, Jr's Birthday/Human Rights Day (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (1st Monday in September)
8. Veteran's Day (November 11)
9. Thanksgiving (4th Thursday in November)
10. Day after Thanksgiving
11. Christmas Day (December 25)

II. Holidays must be observed on the City's designated holiday; no individual exceptions will be made based on work schedule or other leave considerations without department director approval

III. Holidays Occurring on Saturday or Sunday

Generally, holidays falling on a Saturday are observed on the preceding Friday; those falling on Sunday are observed the following Monday. In celebrating the above holidays, all City offices and departments will be closed with the exception of those departments responsible for wastewater and emergency service.

IV. Holiday Compensation for Shift or Compressed Workers

- A. For employees working shifts of nine (9), ten (10), or more hours per day, a maximum of (eleven) 11 holidays per calendar year will be given at the employees scheduled work hours. Shift or compressed workweek employees are paid holiday pay at his/her assigned work schedule.

- B. Employees may not alter their assigned work schedule during a holiday week without department director approval.

V. Compensation for Holidays

- A. Non-Shift regular full-time employees are paid for eight (8) hours of holiday pay for each holiday up to a maximum of eleven (11).
- C. Part-Time, temporary and seasonal employees are only paid for hours worked.
- D. An employee who is assigned to work on a recognized holiday will be paid for hours worked on the holiday at the regular rate of pay holiday pay at straight time for his/her assigned work schedule. For example, if a non-shift employee is regularly scheduled to work on Wednesday, December 25, and is assigned to work three hours on that day, he/she would be paid for a total of eight (8) hours of holiday pay plus three (3) hours of straight time pay, for a total of eleven (11) hours of pay. If a shift employee is regularly scheduled to work on Wednesday, December 25, for their normal ten (10) hour shift, he/she would be paid for ten (10) hours of holiday plus ten (10) hours of straight time pay, for a total of twenty (20) hours of pay.

VI. Holiday and Leave Status

- A. Employees who are on leave status (vacation, sick, personal, worker's compensation, military duty, FMLA, etc.) are not eligible for additional holiday pay. For example, if an employee is on vacation leave during the week of December 23 through December 27, that employee's pay would reflect four (4) days of vacation leave and one (1) day of holiday pay. Holidays falling within approved leave time will not be counted as part of the leave time.
- B. Holiday pay will not be given to employees taking any unpaid leave time the day before or the day after a holiday.
- C. Employees terminating their employment may not use accrued leave to extend their separation date for the purpose of receiving holiday pay or other benefits.

VII. Represented Fire Employees

Holiday leave for represented Fire employees shall be governed by the provisions of the collective labor agreement.