

Policy: Holidays

Policy No. 500.02

Chapter: 500.00 Benefits and Services

Effective Date: 11/13/2023

STATEMENT OF PURPOSE:

The City of Mission provides **sixteen (16)** paid holidays to eligible City employees.

The following official holidays will be observed:

New Year's Day (January 1st)

Martin Luther King Jr.

Day President's Day

Good Friday

Memorial Day

Independence Day (July 4th)

Labor Day (September 1st for service)

Veteran's Day

Day Before Thanksgiving 4 Hours

Thanksgiving Day

Day After Thanksgiving

Christmas Eve (December 24th)

Christmas Day (December 25th)

New Year's Eve (December 31st) 4 Hours

Optional Holiday One day within calendar year

One additional Optional Holiday (select one):

- Cesar Chavez Day
- Juneteenth
- Columbus Day



PROCEDURES:**A. HOLIDAY COMPENSATION**

1. For *regular full-time employees* a holiday is a period of four (4) or eight (8) hours, paid at the employee's regular rate of pay, except in the case of 24-hour Fire Department shift employees where the holiday is twelve (12) work hours.
2. *Regular part-time employees* will receive pay for holidays on a pro-rata basis based on a percentage of their normal authorized weekly hours.

B. SCHEDULING OF HOLIDAY (Weekend/Christmas)

1. Holidays that fall on a Saturday will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.
2. Special Provisions for Christmas Eve/Christmas Day - When either or both of these adjacent holidays fall on a Saturday or Sunday they will be observed as follows: if Christmas Day falls on a Monday, the following Tuesday will also be a holiday; if Christmas Day falls on a Saturday, then the following Monday will be observed as a holiday; and if Christmas Day falls on a Sunday, then the Christmas Eve holiday will be observed on Friday and the Christmas Day will be observed on a Monday.

C. EMPLOYEES REQUIRED TO WORK ON AN OFFICIAL CITY HOLIDAY

1. Non-exempt employees who work on Thanksgiving Day and/or Christmas Day shall be compensated at 1 1/2 times their regular rate for hours worked on that or those days.
2. Employees who are scheduled to work on an official City holiday (excluding Thanksgiving and/or Christmas Day) will take holiday leave at a later date, but no later than the current fiscal year.
3. Non-exempt employees called in on an emergency basis to work a holiday for which they are not scheduled to work will be paid for all hours worked on the holiday at regular rate of pay (excluding Thanksgiving and/or Christmas Day), in addition to being paid for the holiday.

D. INELIGIBILITY FOR HOLIDAY PAY

1. Employees on unpaid leave, or utilizing sick leave sharing hours, are not eligible for holiday pay.
2. Non-exempt employees, including Civil Service, who are absent without authorized leave on the day preceding and/or following a holiday may not receive the compensation for the holiday. A Department Director may request a doctor's excuse from an employee for any sick leave utilized.
3. Temporary/Seasonal employees do not qualify for holiday pay.
4. An employee on Workers' Compensation leave, who is not on salary continuation, will not receive holiday pay.

E. EMPLOYEES SCHEDULED "OFF DUTY" ON A HOLIDAY

When a holiday and an employee's regularly scheduled day off occur on the same day, the employee will be given holiday leave at a later date when mutually convenient for the department and the employee.

F. HOLIDAY OCCURRING DURING VACATION LEAVE

A holiday that falls while an employee is on vacation leave will be paid as a holiday in lieu of vacation leave they would have received at the time of the holiday.

G. OPTIONAL HOLIDAYS

Employees may only use TWO Optional Holidays per calendar year at the discretion of the Department Director who is responsible for continued departmental operations.

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