

<b>Policy:</b> Holidays	<b>Policy No.</b> 500.02
<b>Chapter:</b> 500.00 Benefits and Services	<b>Effective Date:</b> 12/12/2022

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**STATEMENT OF PURPOSE:**

The City of Mission provides ~~fifteen~~ (15) paid holidays to eligible City employees.

The following official holidays will be observed:

New Year's Day (January 1<sup>st</sup>)

~~Martin Luther King Jr. Day~~

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President's Day

Good Friday

Memorial Day

Independence Day (July 4<sup>th</sup>)

Labor Day (September 11<sup>th</sup> for Civil Service)

Veteran's Day

~~Day Before Thanksgiving~~ 4 Hours

Thanksgiving Day

Day After Thanksgiving

Christmas Eve (December 24<sup>th</sup>)

Christmas Day (December 25<sup>th</sup>)

~~New Year's Eve~~ (December 31<sup>st</sup>) 4 Hours

Optional Holiday One day within calendar year

**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 ½ 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 HOLIDAY

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

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