

V. ATTENDANCE, LEAVES, AND ABSENCE		Reference Number	5.04
SUBJECT	Holidays	Last Revised	Feb. 26, 2008 July 22, 2025

STATEMENT OF POLICY:

The following days will be observed as paid City holidays for all Regular Full-Time Employees:

New Year's Eve (1/2 Day Close at Noon)		New Year's Day
Martin Luther King, Jr. Day	Presidents Day	Good Friday
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day	

If an official City holiday occurs on a Saturday, it will be observed on the Friday before. If an official City holiday occurs on a Sunday, it will be observed on the Monday after.

To be eligible for holiday pay, the Employee must work the scheduled day preceding and following the holiday, unless the Department Director approved an excused absence, and this includes approved vacation leave. Employees scheduled to work on a holiday, and who fail to work as scheduled, without an excused absence, will not be eligible for holiday pay. An Employee required to work on a holiday will receive either one and one-half times the applicable rate of pay, or 8 hours of vacation time. An Employee will not be eligible to receive holiday pay when on a leave of absence. A Regular Part-Time or Temporary Full or Part-Time Employee will not be paid for official City holidays, but may be given the day off.

Annually, an official City calendar will announce the holiday schedule for the respective year. For information concerning specific holiday dates that apply for the current year, consult your Supervisor.

A Department Director may grant use of accrued leave, except for sick leave, to an Employee who wishes to observe a national or religious holiday not officially observed by the City. If no accrual leave is available, an Employee may be granted authorized leave without pay. Such leave must be requested at least 2 weeks before the requested holiday.