

City of Richland Center  
Employee Handbook Personnel Policy 206 Holidays  
*Amended 11/1/2022*

**206 Holidays**

Full-time employees shall receive their normal compensation at the employee's regular rate of pay, as determined by the individual employee's regular schedule, for the following twelve (12) holidays:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. The Day After Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve

Part-time employees hired prior to January 1, 2012 will receive holiday benefits on a pro-rata basis.

Employees who work for the City on any holiday shall be paid at the rate of time and one-half (1.5) for all time actually worked on a holiday, in addition to holiday pay. Salaried employees who work for the City on any holiday shall be paid for the holiday at their normal daily pay rate. The Utilities may adopt different standards for call-in pay for work performed on holidays. Library employees required to work on a designated holiday because the library is open may substitute that holiday for a personal holiday to be scheduled by mutual agreement between the employee and Library Director. Library employees shall be paid at their regular wage rate for time worked on a holiday.

As a prerequisite to receiving holiday pay, an employee must work all regularly scheduled work hours on the workday immediately preceding the holiday and all regularly scheduled work hours on the workday immediately following the holiday, unless the holiday falls during an employee's vacation.

All holidays which are observed on a date set by federal law shall be observed on such date. When a holiday falls on a Saturday, the preceding Friday shall be deemed the holiday. When a holiday falls on a Sunday, the following Monday shall be deemed the holiday. When there are consecutive observances which cannot be observed in accordance with this policy, the first observance shall occur on the preceding Friday.

City of Richland Center  
Employee Handbook Personnel Policy 206 Holidays  
*Amended 11/1/2022*

Where one or more of the holidays falls during an employee's vacation, the employee may take an extra day of vacation for each holiday falling during the employee's vacation in lieu of holiday pay.