

## **POLICY AND PROCEDURE MANUAL**

**Section:** Employee Benefits and Services  
**Policy:** Holidays  
**Policy #:** 601  
**Effective:** April 2014  
**Revised:** March 2015

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### **HOLIDAYS**

Approved City holidays are as follows:

New Year's Day  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

A Full Time Employee who does not work on a holiday or the day observed in place of a holiday will be paid for eight (8) hours or one day's pay whichever is applicable at the straight time base rate unless the Employee:

(A) Is absent from work without permission of their supervisor on their scheduled working day immediately preceding or immediately following the holiday.

(B) Is on extended leave of absence of more than thirty (30) days.

A Full Time Employee who works on a holiday or a day observed in place of a holiday will receive eight (8) hours pay or one day's pay whichever is applicable at straight time base rate plus time and one half. If a second shift is worked, the rate will be time and one half.

When a holiday, or a day observed in place of a holiday, falls on an Employee's regularly scheduled day off, he will be paid an extra day's pay that week. An extra day's pay resulting from this will not count as a day worked for purposes of computing overtime.

Those holidays falling when an Employee is entitled to be paid for will not be charged as a vacation day to the Employee. Should the date of any official holiday fall on a Saturday, the holiday will be taken on the preceding Friday. If the official holiday falls on a Sunday, the following Monday will be observed as the holiday. The official holiday list for the City of Richwood will be provided to all employees.

If a holiday falls during the period an Employee is utilizing vacation, the holiday will be handled in accordance with the policy on holidays as denoted above and will not be charged against the Employee's vacation time.