

- B. Personal Leave - In addition to accrued vacation leave, each Full-time employee shall receive 16 additional hours of ~~leave which shall be known as "personal preference time".~~ 8 These 16 hours will accrue January 1st. Newly hired Full-time employees will not accrue 16 hours of Personal Leave until January 1st of the following year, regardless of when they begin their employment, and must be used by June 30th and 8 hours will accrue July 1st and must be used by December 31st. Personal leave will be lost if not used by the dates specified. Full-time employees hired after January 1st will not accrue Personal Leave until July 1st and those hired after July 1st will not accrue Personal Leave until January 1st. Personal Leave hours can be used anytime of the year after they have been accrued. Personal Leave hours will be lost if not used by December 31st. Part-time/Benefited, Part-time/Non-benefited and Seasonal employees and Volunteers are not eligible for personal leave.
- C. Holiday Leave - Santaquin City recognizes the following holidays for purposes of paid holiday leave.

New Year's Day	January 1 st
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>3rd Monday in June</u>
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Day	December 25 th
Christmas Holiday	December 26 th

1. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the Mayor, or designee. Because of scheduling and the nature of the work, certified Police Officers and the Public Works employees will receive paid holiday leave on the actual designated holiday, not the observed holiday.
2. Full-time employees are eligible for 8 hours of paid holiday leave per holiday listed above. Holiday leave does not count as time worked for the purpose of calculating compensatory time or overtime, except for full-time, non-exempt certified Police Officers who are scheduled to work the actual holiday. This provision only applies if the employee has physically worked 80 hours in the pay period, i.e., employee has not taken and vacation, sick or personal leave during the pay period in which the holiday falls.
3. Part-time/Benefited employees are eligible for the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the employee is not regularly scheduled to work on the day the holiday falls, the employee is not eligible for paid holiday leave for that day.
4. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for paid holiday leave pay.

5. Full-time employees who are called out on a holiday shall receive their overtime rate of pay for each hour worked, unless the hours have already been paid at an overtime rate in the calculation of overtime for the applicable period.
6. Employees do not receive paid holiday leave when on any unpaid leave status and are not receiving any compensation during the pay period in which a holiday falls.