

Chapter 8 – Time Away from Work

8.01 Holidays

Effective Date: ~~1/30/2023~~

The City recognizes the following paid holidays:

New Year’s Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding shall ~~generally become~~ be observed as the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following shall ~~generally become~~ be observed as the official holiday.

The City may, however, deviate from this weekend substitution protocol and designate a different day for observation of the holiday. if needed.

~~Either Christmas Eve or~~ New Year’s Eve, in lieu of Christmas Eve, may be taken as a paid holiday at the discretion of the department head, but not both days. It is understood that minimum staffing should be available on both days to provide necessary municipal services.

Regardless of an employee’s normal work hours, they will receive eight hours of paid time off for each of the eight above-referenced City holidays. If an employee’s normal workday exceeds 8 hours, they may use floating personal leave (see Section 8.02, below) to supplement holiday pay for the remainder of their normal workday. For example, if an employee works four ten-hour shifts per week, they may—but are not required to—use two hours of personal leave time to supplement the eight hours of paid time off they receive for a particular holiday pursuant to this section.

Provisions for employees who are required to work on an observed holiday date:

Whenever it is necessary, as determined by the department head, for a non-exempt employee to ~~be scheduled, or called in, to~~ work a full their full normal workday on a holiday ~~to continue essential services,~~ compensation for the actual hours worked shall be at the rate of one and one-half times the regular rate of pay. ~~and the~~ The employee will also be given the option to either receive holiday pay for that date or be given receive ~~a compensatory day off~~ 8 hours of paid leave, to paid from his/her allotment of holiday hours. Any hours worked beyond ~~a full the employee’s normal~~ workday will be paid at double time.

Whenever it is necessary, as determined by the department head, for a non-exempt employee to ~~be scheduled, or called in, to~~ work less than a full their full normal workday on a holiday ~~to continue essential services,~~ compensation for the actual hours worked shall be at the rate of one and one-half times the regular rate of pay. ~~in addition to the~~ The employee shall also receive 8 hours of holiday pay. holiday pay they would have received had they not been scheduled, or called in, to work.

Provisions for employees who are required to work on a legal holiday when it differs from the City-observed holiday date. For example, an employee is required to work on a legal holiday on a Sunday

when the City is observing the holiday on Monday:

Whenever it is necessary, as determined by the department head, for a non-exempt employee to be scheduled, or called in, to work a full workday on a legal holiday, that is not the City-observed holiday date, to continue essential services, compensation for the actual hours worked shall be at the rate of one and one-half times the regular rate of pay. Any hours worked beyond a full workday will be paid at double time.

Whenever it is necessary, as determined by the department head, for a non-exempt employee to ~~be scheduled, or called in,~~ to work less than ~~at their~~ full normal workday on a legal holiday, that is not the City-observed holiday date i.e., a holiday that falls on a weekend, ~~to continue essential services,~~ compensation for the actual hours worked shall be at the rate on one and one-half times the regular rate of pay.

Police management personnel whose schedules require work on ~~these City holi-~~days (or for whom ~~such a~~ holiday is a regular rotation shift day off) will receive ~~a replacement holiday eight hours of time~~off (at straight time) that will be taken by mutual agreement of the Chief of Police or his/her designee and that employee. ~~Holidays are not used until earned and cannot be carried over from year to year.~~ Police management personnel may not elect to receive pay in lieu of taking holiday time off.

Holiday time for eligible part-time employees is pro-rated based on the total hours worked in the prior year. For example, an employee who works 50% of the full-time hours for their position will receive four hours of holiday pay for each City holiday. Vacation, personal days, holidays, and any other paid days off are considered hours worked for the purposes of this calculation. ~~The anticipated annual hours will be used for employees with less than one full year of employment at the time of calculation.~~ In the case of new hires, estimated annual hours to be worked shall be the basis for this pro-ration, until such employees have completed one calendar year of service in that part-time position.

8.02 Personal Days Leave

Effective Date: 3/7/2022

In addition to the holidays described in section 8.01, each eligible employee shall receive ~~two (2)~~sixteen hours of "floating" ~~personal days leave~~ annually, to be scheduled with the ~~mutual~~ consent of the employee's department head. Floating P~~personal days leave must~~ be used in the calendar year and cannot be carried forward. Floating P~~personal days leave must~~ may be used in increments of no less than one quarter of an eight (8) hour (15 minutes) increments.

New hires hired on or before November 1st will be eligible for this benefit in their year of hire.

Floating personal leave for eligible part-time employees is pro-rated based on the employee's total hours worked in the prior calendar year. For example, an employee who works 50% of the full-time hours for their position will receive eight hours of floating personal leave. Vacation, personal leave, holidays, and any other paid time off are considered hours worked for the purposes of this calculation. In the case of new hires, estimated annual hours to be worked shall be the basis for this pro-ration, until such employees have completed one calendar year of service in that part-time position.