

## Personnel Policy 11-4. Holidays

The Village shall celebrate 10 holidays with pay for regular, full-time employees. The holiday schedule for the given year will be set by the Village Administrator; however, traditionally the following holidays have been provided by the Village:

- New Year's Day January 1st
- Easter/Good Friday According to calendar
- Memorial Day Last Monday of May
- Independence Day July 4th
- Labor Day September (first Monday)
- Thanksgiving Holiday 4th Thursday of November & the  
Friday that follows
- Christmas Eve December 24th
- Christmas Day December 25th
- New Year's Eve December 31st

For those that work traditional office hours (Monday- Friday), In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday, except for Easter, which will be recognized on Good Friday.

For Employees that work non traditional Schedules (Police Officers/Public Works), the holiday will be considered the date of the legal holiday.

Employees who are called in to respond to an emergency on the actual date of a legal holiday, but who otherwise work a traditional schedule and receive holiday pay on an alternate day (e.g., the observed holiday), shall receive one and one-half (1½) times their regular straight time hourly rate of pay for all hours worked on the legal holiday. However, they shall not receive additional holiday pay for that day, having already received it on the observed date.

Regular part-time employees will be paid for hours normally worked if the holiday falls on a regularly scheduled workday. Temporary, seasonal, or intern employees who are hired for a specific purpose are not eligible for this benefit.

If any holiday mentioned above falls on a full-time employee's regularly scheduled day off, that employee will be paid the number of hours normally worked eight (8) hours of pay at the respective employee's regular hourly rate as holiday pay.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited

Full-time employees, ~~except for including~~ full-time police officers, who are either scheduled to work on any designated holiday or not scheduled ~~to work on any designated holiday~~ but are called in to work on the holiday, shall receive the overtime rate of pay in addition to the holiday pay for actual hours worked. Full-time employees who are scheduled to work on the actual day of a holiday shall receive one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked in addition to their regular holiday pay.

~~When a full-time officer's regular workday falls on the actual day of a holiday, the full-time officer shall receive one and one-half (1 ½) times the police officer's regular straight time hourly rate of pay for all hours worked in addition to the eight (8) hours of holiday pay, as provided above. When a full-time officer is called in from his/her regular day off on the actual day of a holiday, the police officer shall be paid at an overtime rate of one and one-half (1 ½) times his or her regular straight time hourly rate of pay for all hours worked in addition to the eight (8) hours of holiday pay.~~

For full-time employees, except police officers, the holiday shall be defined as beginning twelve (12) midnight (00:00 hours) the day of the holiday and ending at 11:59 p.m. (23:59 hours) the same day. For full-time police officers, the holiday shall be defined as beginning at 6:00 a.m. (06:00 hours) the day of the holiday and ending at 5:59 a.m. (05:59 hours) the day after the holiday.

## **NEW SECTION: Personnel Policy 11-15. Sick and Vacation Time Donation Policy**

### **Purpose:**

The Village of Winnebago recognizes that employees may experience serious medical conditions or unforeseen circumstances that exhaust their accrued sick leave. To support our team members, this policy establishes a process for employees to voluntarily donate a portion of their accrued sick or vacation leave to assist eligible colleagues in need.

### **Eligibility:**

1. Any full-time employee who has exhausted all accrued sick leave, vacation time, and compensatory time due to a serious medical condition or other extenuating circumstances may apply to receive donated leave.
2. The recipient employee must provide documentation of the need for extended leave, such as medical certification or other relevant documentation. Approval from the employee's Department Head is required, with written confirmation and supporting documentation submitted to the Deputy Clerk to be included in the employee's personnel file.
3. The donation of sick or vacation time is strictly voluntary and may not be coerced or solicited. Any communication regarding the need for donations will be coordinated by the Department Head or Human Resources, only with the recipient employee's written consent to share relevant information.

### **Donation Guidelines:**

1. Only full-time employees with a minimum balance of 80 hours of a combined accrued sick leave or vacation leave may donate time. Full-time police officers, whose pay period is based on an 84-hour schedule, must maintain a combined minimum balance of 84 hours of accrued sick or vacation leave.
2. Donations must be made in increments of 4 hours, with a maximum donation of 40 hours per calendar year per donor. 42 hours for non-exempt full-time police employees.
3. Donated sick or vacation time will be transferred on an as-needed basis and used only after the recipient has exhausted all personal leave balances.
4. The donating employee's combined sick or vacation leave balance may not fall below 40 hours for non-police employees or 42 hours for full-time police officers as a result of their donation.
5. Donated hours will be converted from the donor's hourly rate to the recipient's hourly rate to ensure equitable value is transferred (e.g., if the donor's hourly rate is \$30 and they donate 4 hours, the total value is \$120; if the recipient's hourly rate is \$20, they will receive 6 hours of leave time, equivalent to the \$120 donation). When the converted

value does not result in a whole number, the recipient's credited time will be rounded to the nearest half hour.

**Approval Process:**

1. An employee wishing to donate sick or vacation time must complete a **Leave Donation Form** and submit it to their Department Head for initial approval.
2. The Department Head will review the request to ensure compliance with policy guidelines before forwarding it to the Village Administrator for final approval.
3. Upon approval, deputy clerk or designee will process the transfer and notify both the donor and recipient.
4. Donated leave is irrevocable once transferred and may only be used for approved medical or hardship-related absences. Any unused donated leave will be forfeited by both parties if it remains unused after six (6) months, or once the recipient's combined sick and vacation leave balance is restored to at least 40 hours (42 hours for full-time police officers). Unused donated leave cannot be returned to the donor.

**Confidentiality:**

All requests for donated leave and any related medical documentation will be kept confidential, shared only with those necessary to administer the program.

**Limitations and Conditions:**

1. Donated sick or vacation time cannot be converted to cash, transferred to another agency, or used for purposes other than approved leave.
2. Participation in this program does not guarantee continued employment or extend an employee's leave beyond what is legally permissible.
3. The Village Administrator may modify, suspend, or terminate this program at any time based on operational needs or legal considerations.