

III. TIME OFF BENEFITS

B. HOLIDAYS (Offices Closed)

All full-time and part-time, regular employees shall receive the following holidays:

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving	4th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25th

Part-time, regular employees will be paid Holiday for those hours the employee is regularly scheduled to work when offices are closed.

1. Holidays Falling on Non-work days

Holidays which fall on a Saturday will be observed on the preceding Friday and those which fall on a Sunday will be observed on the following Monday.

2. Working on Holidays

For those employees scheduled to work holidays, departmental rules will govern time off. Employees that work holidays will receive holiday pay plus their regular rate of pay for actual hours worked. Holiday pay will count as hours worked when calculating overtime. See the section on overtime regarding employee eligibility for overtime.

3. Fire Medical Holiday Pay

Fire Medical employees who work 24 hour shifts are to be compensated twelve hours holiday pay at their regular rate of pay in addition to their regular work schedule.

4. Holiday Pay Disallowed

Any employee absent without authorized leave on the day preceding and/or following a holiday shall not receive compensation for the holiday. In accordance with City policy, an approved vacation day or any other excused and paid day off

is considered a day worked for purposes of holiday pay eligibility. All holiday leave practices will be governed by departmental policies as approved by the City Manager.