

## ADDENDUM 32 OF THE EMPLOYEE HANDBOOK OF REGULATIONS

### ARTICLE 1-50. LEAVE

#### 1-50-010. HOLIDAY LEAVE

Benefit Eligible employees are eligible to receive paid time off or compensatory time for City Holidays and a Floating Holiday each calendar year.

#### A. DEFINITIONS

1. “City Holidays” include the following holidays: New Year’s Day, January 1<sup>st</sup>; Martin Luther King Day, Third Monday in January; President’s Day, Third Monday in February; Memorial Day, Last Monday in May; Independence Day, July 4<sup>th</sup>; Labor Day, First Monday in September; Veteran’s Day, November 11<sup>th</sup>; Thanksgiving Day, Fourth Thursday in November; Day After Thanksgiving, Fourth Friday in November; and Christmas Day, December 25<sup>th</sup>.
2. “Floating Holiday” is paid time off equal to one and a half (1.5) Working Days each calendar year.
3. “Holiday Compensatory Time” is compensatory hours accrued by an employee in lieu of Holiday Leave pursuant to this policy.
4. “Holiday Leave” is paid leave entitling the employee to receive his or her regular rate of compensation on a City Holiday.
5. “Holiday Time Worked” is the hours worked on a City Holiday that are compensated at one and half times the employee’s regular rate of compensation.

#### B. ELIGIBILITY

1. Holiday Schedules and Holiday Leave
  - a. Benefit Eligible Employees who are not Shift Employees observe City Holidays that fall on a Sunday the following Monday and holidays that fall on a Saturday the preceding Friday. Benefit Eligible Employees receive Holiday Leave for City Holidays observed, except as provided below.
  - b. Benefit Eligible Shift Employees observe the day of the City Holiday. Benefit Eligible Shift Employees receive Holiday Leave for City Holidays observed, except as provided below.
  - c. If a City Holiday falls on an employee’s regularly scheduled Working Day and the employee does not work, they will receive Holiday Leave.
  - d. Holiday Leave will be pro-rated for Part-time Benefit Eligible Employees based on authorized FTE multiplied by eight (8) hours and rounded up to the next whole number. As an example, a Part-Time Benefit Eligible employee authorized for twenty-seven (27) hours per week is a 0.675 Full-

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Time Equivalent (FTE) (27 hours/40 hours) multiplied by eight (8) hours equals five point four (5.4), so the employee will receive six (6) hours of Holiday Leave.

- e. Temporary Employees receive regular pay for hours worked on a City Holiday.
2. Holiday Compensatory Time and Holiday Time Worked
- a. If a City Holiday falls on an employee's regularly scheduled day off and the employee does not work, the employee will accrue one (1) Working Day of Holiday Compensatory Time.
  - b. If a City Holiday falls on an employee's regularly scheduled day off and the employee does work, the employee will accrue one (1) Working Day as Holiday Compensatory Time plus Holiday Time Worked.
  - c. If a City Holiday falls on an employee's regularly scheduled Working Day and the employee does work, the employee will receive Holiday Leave plus will be paid Holiday Time Worked.
  - d. Employees may accrue Holiday Compensatory Time earned.
    - i. The Holiday Compensatory Time accrual is unlimited, but must be reduced to three (3) Working Days of Holiday Compensatory Time (24 hours) by October 1<sup>st</sup>, except Fire Suppression Employees whom shall reduce Holiday Compensatory Time to a maximum of five (5) Working Days (or 56 hours).
    - ii. All Holiday Compensatory Time accruals over the maximum that are not used prior to October 1<sup>st</sup> shall be forfeited.
  - e. Holiday Compensatory Time may be used in fifteen (15) minute increments.
3. Exception from Holiday Leave or Holiday Compensatory Time: Any employee who is suspended or on unpaid leave on either the regularly scheduled Working Day immediately preceding or immediately following the City Holiday shall not receive Holiday Leave or Holiday Compensatory Time. Unpaid leave includes when the employee does not have sufficient paid leave time to cover the entire scheduled Working Day.
4. Floating Holiday
- 1. Each Full-Time Benefit Eligible Employee accrues one (1) Floating Holiday annually. The Floating Holiday is pro-rated for Part-Time Benefit Eligible Employees based on authorized FTE multiplied by twelve (12) hours and rounded up to the next whole number. As an example, a Part-

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Time Benefit Eligible employee authorized for twenty-five (25) hours per week is a 0.625 Full-Time Equivalent (FTE) (25 hours/40 hours) multiplied by twelve (12) hours equals seven and half (7.5), so the employee will receive eight (8) hours of Floating Holiday.

2. Floating Holiday may be used in fifteen (15) minute increments.
3. Floating Holiday accrues in January and must be used by December 31<sup>st</sup>. A Floating Holiday shall not carry over into the next calendar year.
4. Floating Holiday may not be donated per Section 1-50-100 *Donated Leave*.

### C. PROCEDURES

1. All Holiday Pay and Holiday Compensatory Time shall be recorded through the City's payroll procedures.
2. Employees may use Holiday Compensatory Time hours accrued with the advance written approval of their immediate supervisor.
3. An employee shall submit a leave of absence form to the immediate supervisor to record the leave through the City's payroll procedures.

### D. EFFECTS OF TERMINATION OF EMPLOYMENT

1. Employees may take the Floating Holiday after submitting a notice of resignation with approval from the immediate supervisor, except for the last day of the notice period.
2. Floating Holiday is forfeited and is not paid out upon termination of employment.
3. Holiday Compensatory Time is paid out up to the maximum three (3) Working Days or five (5) Working Days for Fire Suppression Employees allowed as stated in section B.2.e. above upon termination of employment.

Link(s): [Arizona Revised Statute Section 38-608](#)

Form(s): [Leave of Absence Request Form](#)

(Ord. No. 2013-09, Amended, 05/07/13); (Ord. No. 2007-39, Amended, 08/07/07); (Ord. No. 2017-12, Amended, 07/01/17)