

Purpose: To establish holidays observed by the City and to determine eligibility for holiday pay.

HR-4-03. Holidays.

- A. City service holidays. Holidays shall be observed on the day they occur unless the Holiday falls on a Saturday, at which time the Holiday will be observed the Friday preceding it, and if the Holiday falls on a Sunday, it will be observed the following Monday. The City observes 10 holidays as follows:
 - 4. January 1, "New Year's Day".
 - 5. Third Monday in January, "Martin Luther King, Jr./Civil Rights Day".
 - 6. Third Monday in February, "Lincoln/Washington Presidents' Day".
 - 7. Last day of March, "Cesar Chavez Day".
 - 8. Last Monday in May, "Memorial Day".
 - 9. July 4, "Independence Day".
 - 10. First Monday in September, "Labor Day".
 - 11. Second Monday in October, "Columbus Day".
 - 12. November 11, "Veterans Day".
 - 13. Fourth Thursday in November, "Thanksgiving Day".
 - 14. December 25, "Christmas Day"
- B. Employees scheduled to work. An employee who is regularly scheduled to work on a day on which one of the holidays listed in subsection (A) above is observed is entitled to be absent with pay for the number of hours regularly scheduled to work, not to exceed 8 hours for employees working a 7-day work week, unless required to work to maintain essential City services.
- C. Employees not scheduled to work. An employee, excluding seasonal, temporary, emergency, and part-time employees, who is not scheduled to work on a day on which one of the holidays listed in subsection (A) above is observed shall receive holiday compensation for the number of hours normally worked per day, not to exceed eight for employees working a seven-day work week, provided the employee is not on leave without pay on the employee's work days immediately preceding or following the day on which the holiday is observed.
- D. Employees required to work. An employee who is required to work on a day on which a holiday listed in subsection (A) of this section is observed shall receive both holiday compensation and 1 1/2 hour of pay at the current salary rate for each hour worked. Holiday hours shall not be counted as hours worked for purposes of determining overtime or compensatory leave.
- E. Holiday compensation for employees working a seven-day workweek.
 - 15. Seasonal, temporary, and emergency employees do not receive holiday compensation and shall receive one hour of pay at the current salary rate for each hour worked during a holiday.
 - 16. An employee may not receive more than 8 hours of holiday compensation for any holiday if the employee works a 7-day work period.
- F. Holiday compensation for employees working a 28-day work period.

1. Employees working a 28-day period shall receive holiday leave at the rate of ten and six tenths (10.6) per holiday or a maximum of one hundred six (106) hours per calendar year. Observed holidays will be normal workdays for CSL firefighters the 10.6 hours will be accrued to a leave bank. Firefighters may use their leave at any time so long as their leave is requested by a supervisor or department head. On the final pay period of each fiscal year any hours that remain in the individual firefighters leave bank shall be paid out.