

CITY OF SCHERTZ  
EMPLOYEE HANDBOOK

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**Holidays**

**PREPARED BY:** Human Resources  
**APPROVED BY:** City Council  
**DATE APPROVED:**  
**EFFECTIVE DATE:**  
**REPLACES VERSION:** 4.3.1 Holidays

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**Purpose:**

This policy provides guidance for compensating City employees for City observed and actual holidays.

**Policy:**

**Official City Holidays.**

New Year's Day	Martin Luther King, Jr. Day
Presidents' Day	Memorial Day
Independence Day	Labor Day*
Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Day

\*Fire employees (operations) work on Labor Day and recognize 9/11 as the holiday.

If one of the above holidays falls on a Saturday, City employees will observe that holiday on the preceding Friday. When such a holiday falls on a Sunday, City employees will observe that holiday on the succeeding Monday. If one of the above holidays is followed by a Friday or preceded by a Monday, that Friday or Monday shall also be considered a paid City holiday. Holiday pay does not include any special forms of compensation such as bonuses, shift differentials, or incentives.

Some employees will be required to work on recognized holidays in order to provide necessary service to the public.

**Exempt Employees.** Regardless of schedule or time actually worked on an observed City holiday, exempt employees receive holiday pay equal to the number of hours they would normally work.

**Non-Exempt Employees.** A non-exempt employee not scheduled, and does not work on the observed City holiday, will receive 8 hours of holiday pay. If a non-exempt employee is required to work on a City holiday (actual or observed), the non-exempt employee will be paid holiday pay for hours actually worked on the holiday at a rate equal to the employee's straight hourly pay in addition to his or her normal hourly pay, unless the employee has already worked 40 hours during the same week as the holiday, in which case overtime rates will apply to time worked. If the employee is required to work, they will still receive at least 8 hours of holiday pay. If the employee is required to work in excess of 8 hours, they will receive holiday pay for the actual amount of time worked.

**Regular Part-Time Employees.** A regular, part-time employee that is not scheduled, and does not work on the observed City holiday, will receive at a minimum of 4 hours of holiday pay or the amount of hours they would have normally been scheduled to work for that day. If a regular, part-time employee is scheduled and works on a holiday, they will be compensated in accordance with the section above titled 'Non-Exempt Employees.'

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**Irregular Part-Time Employees.** An irregular, part-time employee that is not scheduled, and does not work on the observed City holiday, will not receive holiday pay. If an irregular, part-time employee is scheduled and works on a holiday, they will be compensated in accordance with the section above titled ‘Non-Exempt Employees.

**All Employees.** An employee on vacation, sick, or FMLA leave during an official holiday will receive 8 hours of holiday pay.

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled city holiday. If approved, the employee must use vacation, compensatory time, or an excused absence without pay.