


|   |  |   |                                      |
|---|--|---|--------------------------------------|
|  | City of Seabrook – Personnel Policies and Procedures |   |                                      |
|   | <b>HOLIDAYS</b>                                      |   |                                      |
|   | Revision: 2  | Effective Date: 10/19/1993<br>Revised: 05/06/2008<br>Revised: 1/04/2022 | <b>Chapter 4</b><br><b>Section 2</b> |

## POLICY

The City has designated the following days as official paid City holidays, to be observed by regular full-time and part-time employees and subject to the provisions and limitations as described below.

|                            |   |
|----------------------------|---|
| **New Year's Eve           | December 31 <sup>st</sup> (1/2 Day)           |
| New Year's Day             | January 1                                     |
| Martin Luther King Day     |   |
| Good Friday                | Friday before Easter                          |
| Memorial Day               | Last Monday in May                            |
| Independence Day           | July 4  |
| Labor Day                  | First Monday in September                     |
| *Columbus Day              | 2 <sup>nd</sup> Monday in October (Floating)  |
| *Veterans Day              | November 11 (Floating)                        |
| Thanksgiving               | 4 <sup>th</sup> Thursday & Friday in November |
| **Day Before Christmas Eve | December 23 (1/2 Day)                         |
| Christmas Eve              | December 24                                   |
| Christmas Day              | December 25                                   |

If a designated holiday falls on a Saturday, it will be observed on the preceding Friday. If a designated holiday falls on a Sunday, it will be observed on the following Monday.

## FLOATING HOLIDAYS

In addition to the city observed holidays, regular full-time employees receive two floating holidays per year. These two floating holidays may be used to observe \*Columbus Day or \*Veterans Day or they can be used as determined individually by each employee, if approved by their Supervisor. Designated floating holidays must be taken during the calendar year beginning January 1<sup>st</sup> and December 31<sup>st</sup>.

New employees shall receive their floating holidays upon hire and may use them at their determination and upon approval by their Supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out upon termination.

## HOLIDAY PAY

Full-time and Regular Part-Time employees, who are not serving in a position as a Communication Officer, Police Officer or Paramedic, will receive straight pay for the holidays according to the employee's approved schedule, provided they work their regularly scheduled work day before and after the holidays unless absence with excuse is acceptable with the supervisor. To be an excused absence in most instances, an employee must request, prior to the holiday, for additional days off by submitting a leave request.

## **HOLIDAY BANK**

The City understands that some position within the organization must work during city observed holidays. For this reason the City has established a Holiday Bank. Employees who hold a position as a Communication Officer, Police Officer or Paramedic, who are regularly required to work on holidays, shall receive 144 hours of "Holiday Bank" for city observed holidays. These hours will be accrued October 1<sup>st</sup> through September 30<sup>th</sup> and must be taken within 12 months from when it was received or it is forfeited at the end of the 12 month period. Holiday Bank hours are not paid upon separation from employment.

Probationary employees who hold a position as a Communication Officer, Police Officer or Paramedic shall receive prorated Holiday Bank hours.

## **TEMPORARY AND SEASONAL EMPLOYEES.**

Temporary and seasonal employees will be paid their regular hourly rates for a holiday only if required to work on a holiday. No holiday pay is authorized for seasonal or temporary employees who do not work on a holiday.

## **EMPLOYEES SCHEDULED "OFF DUTY" ON A HOLIDAY.**

If a holiday falls on an employee's scheduled day off, the employee may take an additional day off.

## **EMPLOYEES WHO ARE SCHEDULED "OFF DUTY" ON A HOLIDAY AND ARE CALLED IN TO WORK.**

If an employee's regular day off is on a holiday and that employee is called in to work, the employee will be paid the holiday hours at straight pay plus the hours worked in accordance with the Call Back Pay Policy.

## **HOLIDAY OCCURRING DURING VACATION LEAVE.**

A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

## **HALF DAY HOLIDAY**

Full-time and Regular Part-Time employees, who are not serving in a position as a Communication Officer, Police Officer or Paramedic, shall receive straight pay for the Half Day New Year's Eve Holiday and the Half Day Before Christmas Eve Holiday, according to the employee's approved schedule, provided they work their first half of their regularly scheduled work day.