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## HOLIDAY PAY

### I. POLICY

The policy of the Town is to provide holiday leave with pay to all full-time and part-time employees working over 1,000 hours annually.

### II. PURPOSE

The purpose of this policy is to provide a uniform holiday leave policy.

### III. PROVISIONS

#### A. Schedule

(1) **Calendar:** The following days, and other such days as the Board of Commissioners may designate, are holidays that the town observes for general employees, law enforcement and fire protection personnel:

Month	Holiday	Observed
January	New Year's Day	January 1 (see schedule below)
January	Martin Luther King, Jr. Day	Third Monday in January
March/April	Good Friday	Friday Preceding Easter
May	Memorial Day	Last Monday of May
July	Independence Day	July 4 (see schedule below)
September	Labor Day	First Monday in September
November	Thanksgiving	Fourth Thursday in November (2 days-Thursday and Friday)
December	Christmas	December 25 (3 days-see schedule below)

(2) **Christmas Schedule:** If Christmas day falls on the day of the week indicated below, the days set forth will be observed as holidays:

Day of the Week	Paid Days Off
Sunday	Friday, Monday, and Tuesday
Monday	Monday, Tuesday, and Wednesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, and Thursday
Thursday	Wednesday, Thursday and Friday
Friday	Wednesday, Thursday and Friday
Saturday	Friday, Monday, and Tuesday

**(3) New Year's Day Schedule:** If New Year's Day falls on a Saturday or Sunday the following schedule will apply:

Day of the Week	Paid Days Off
Saturday	Friday before the holiday
Sunday	Monday after the holiday

**(4) Independence Day Schedule:** If Independence Day falls on a Saturday or Sunday the following schedule will apply:

Day of the Week	Paid Days Off
Saturday	Friday before the holiday
Sunday	Monday after the holiday

**(5) Calendar Part-Time Fire Protection Personnel:** The following calendar shall only apply for part-time fire protection personnel (working less than 1,000 hours annually):

Month	Observed Holiday(s)
January	New Year's Eve, New Year's Day, Martin Luther King, Jr. Day
March/April	Good Friday, Easter Sunday
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving (Thursday and Friday)
December	Christmas Eve and Christmas Day

\*Full-time fire protection personnel are not eligible for schedule listed above; only part-time fire are subject to the schedule.

**(5) Eligibility:** In order to receive a paid holiday, the employee must have been in a paid status the day before and the day after the holiday (working at least 50% of regular working week). Part-time employees working over 1,000 hours annually will receive prorated holiday leave based on hours worked. *Employees receiving workers compensation or short-term disability pay are considered to be in unpaid status.*

**(6) Effect on Other Types of Leave:** Regular holidays which occur during vacation or sick leave shall not be considered as vacation, sick, or other leave.

**(7) Employees Scheduled to Work on a Holiday:** Employees scheduled to work on holidays will receive holiday pay plus hours actually worked.

**(8) Calculation of Holiday Pay:**

Employee Classification	Holiday Hours Paid
General Employee	8 hours
Law Enforcement Officer	8.4 hours
Fire Protection Personnel	10.6 hours

Fire Protection Personnel (~1,000 hours annually)	one and a half (1.5) x hourly rate
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**Contract, Temporary or Seasonal Employee:** Do not earn holiday pay. If appointed to a regular full-time or part-time position working over 1,000 hours annually the holiday pay will begin on the first holiday after the appointment.

**IV. DEFINITIONS**

**A. Pay Status, Full-Time Positions:** A full-time employee is considered to be in “pay status” if the employee’s work hours and/or use of paid leave for a pay period are equivalent to at least 50% of regular working week.

**B. Pay Status, Part-Time Positions:** A part-time employee is considered to be in “pay status” if the employee’s work hours and/or use of paid leave for a pay period is equivalent to at least 50% of the employee’s regular working week. For the purposes of this policy only part-time general and law enforcement officers working over 1,000 annually qualify for holiday pay. Fire protection personnel qualify (regardless of hours worked) for this benefit based on the chart listed in the policy.

**C. Unpaid Status:** An employee is considered to be in unpaid status if the employee’s work hours and/or use of paid leave for a pay period are less than 50% of that employee’s regular working week.

**V. SCOPE**

This policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

**X. AUTHORIZATION**



Jamie Justice  
Town Manager

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