



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Holidays
INITIAL EFFECTIVE DATE	May 23, 2016, Revised June 20, 2016
LAST REVISION DATE	Replaces <i>Section 14.1 and 20.2</i>, of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	8.01

OBJECTIVE This policy provides procedures for administering official City Holidays.

SCOPE This policy applies to all employees.

POLICY

A. Official City Holidays

The City of Watauga recognizes thirteen (13) paid holidays each year:

Official City Holidays	
New Year's Day	Thanksgiving Day
President's Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Personal Day*
Veteran's Day	

Holidays occurring on Saturday will be observed on the preceding Friday and holidays occurring on Sunday will be observed on the following Monday. Additional holidays may be declared by the City Council and inclement weather days may be declared by the Mayor or the City Manager and shall be observed in accordance with this policy.

*Per Local Government, Section 142.0013(c), firefighters shall have one of the above holidays designated as September 11th. The City of Watauga has designated the Personal Day as September 11th.

B. Personal Day

Employees are not eligible to take their Personal Day until after the successful completion of an initial six (6) month of employment. Personal Days are taken at the discretion of the employee with Supervisor approval. Personal Days must be taken by the third Friday in December. Personal Days do not carry over to the following year.

C. Administrative Guidelines

1. It is the City's intent for employees to be off on City approved holidays. However, due to operational needs, employees may be required to work. Holiday time off will be based on departmental needs and supervisor approval.
2. Seasonal and temporary employees will be paid their regular rates on a holiday only if required to work.
3. Full-time regular employees shall be entitled to paid holidays. Regular part-time employees shall receive prorated holiday pay time and receive prorated pay for the Personal Day as indicated below:

Employee Schedule	Holiday Pay Hours
20 Hours Per Week	3
21 to 25 Hours Per Week	4
26 to 29 Hours Per Week	5
40 Hours Per Week	8 or 10
Police Officers/Firefighters (12 or 24 Hour Shifts)	12

4. All non-exempt employees who are required to work a designated holiday shall be paid regular rates for the hours worked in addition to their regular pay.
 - a. (8) hours of holiday pay for employees scheduled to work (8) hours
 - b. (10) hours of holiday pay for employees scheduled to work (10) hours
 - c. (12) hours of holiday pay for employees scheduled to work (12) and (24) hours
5. When the holiday and regular day off occur on the same day, those non-exempt employees who are scheduled off duty on that day will be entitled to additional pay at regular rates.
6. For purposes of calculating overtime for non-exempt employees, holiday hours will not be counted as hours worked during the work week the holiday is observed by the City.
7. Employees on any type of paid leave will not receive additional holiday pay unless they are scheduled to work on the holiday (i.e. Police and Fire). Only holiday pay will apply.
8. If the last day of employment falls on the holiday, the employee will not be paid for that holiday. Exceptions will be made for retirements.
9. An employee on workers' compensation or other extended approved paid leave, will receive holiday pay only when the employee would have normally been authorized to be paid for that holiday.
10. Employees on an extended unpaid leave status (authorized or unauthorized) will not receive holiday pay.

11. To receive holiday pay, an employee must be at work or on an authorized absence on the scheduled work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent immediately preceding, during, or subsequent to a designated holiday because of an illness or injury, the City reserves the right to verify the reason for the absence before approving payment of the holiday. An employee that fails to report to work due to illness or injury under this section must use sick leave for an absence under this paragraph unless the employee is on approved Family Medical Leave.

12. Employees desiring to observe religious or other holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued vacation leave.