

8.13 HOLIDAYS

The following are recognized as paid holidays by the City for all Regular Full-Time and Part-Time employees:

HOLIDAY	DATE
New Year's Eve Day	December 31 st
New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve Day	December 24 th
Christmas Day	December 25 th
Community Service Day*	Day selected independently by each employee and may be used to perform community service activities. May take upon approval of supervisor.
Wellness Day*	Day earned by employee by participating in approved Wellness activities. May take upon approval of supervisor.

Regular employees must be at work or on paid leave the scheduled workday immediately preceding and the scheduled workday immediately after the City-designated holiday in order to be eligible for holiday pay. Holiday pay does not automatically extend an approved leave. For example, if an employee has requested leave July 1st – 10th, the fact that July 4th is a paid holiday would not automatically increase the employee's leave to July 11th. The employee would specifically need to request that the leave be for the period July 1st – 11th. Regular part-time employees will earn holiday pay on a pro-rata basis relative to the position FTE.

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. The Community Service and Wellness Day must be taken as time off during the year in which it was earned; it may not be used in conjunction with a workday which would have the effect of triggering premium compensation as provided in [Section 4.2](#). The Community Service and Wellness day may not be carried over to the next calendar year. The Community Service and Wellness day benefit has no cash value and will not be paid out at termination.

Non-exempt, regular full-time or non-exempt, regular part-time employees regularly scheduled to work on the day that the City observes as a holiday will be paid time and one-half the employee's base rate for the

hours that he/she works, in addition to holiday pay. Employees who are scheduled to work on a holiday that is not the designated observed holiday by the City will be paid regular pay.