

16.0 - HOLIDAYS

16.1 - Holidays with Pay - The following, and any other days as the City Commission may authorize, are holidays for all regular full time excluded employees:

NEW YEAR'S DAY	VETERAN'S DAY
MARTIN LUTHER KING DAY	THANKSGIVING DAY
PRESIDENT'S DAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	DAY BEFORE CHRISTMAS
INDEPENDENCE DAY	CHRISTMAS DAY
LABOR DAY	(3) FLOATING HOLIDAYS

Holidays for employees covered by a collective bargaining agreement will be governed by that CBA. The use of Floating Holidays during the employee's probationary period is addressed in Rule 6.3.

16.2 - Holiday on Scheduled Work Day - Non-exempt employees who are required to work on an observed holiday shall be granted either an alternate day off or be paid for the time worked at holiday rate (at straight time) and subject to the approval of the Department Head.

16.3 - Holidays for Part-time Employees - Regular part-time employees shall be paid for working on observed holidays, but only for the number of hours actually worked. No holiday pay will be received.

16.4 - Procedure for Observance of a Weekend Holiday

16.4.1 - When one of the above holidays falls on a Saturday, the Friday immediately preceding that Saturday may be observed as the holiday, if Saturday is not a regular work day of the Department. If Saturday is a regular work day for the Department, then Saturday will be observed as the holiday.

16.4.2 - When one of the holidays falls on a Sunday, the Monday immediately following that Sunday may be observed as the holiday, if Sunday is not a regular work day of the Department. If Sunday is a regular work day for the Department, the Sunday will be observed as the holiday.

16.4.3 - Exceptions to this rule may be made by the City Manager.

16.5 - Holiday Occurring within Period of Leave - When a holiday falls within the leave time of the employee, it is to be considered as a holiday and not a day of leave and will be shown as a holiday on the attendance report. The only exception to this rule will be Administrative Leave for an employee who is on City business. In this case, the employee will receive straight time for the holiday plus straight time for the Administrative Leave.

16.6 - Non-Payment while on "No Pay" Leave - The City policy in connection with holidays occurring while an employee is on leave without pay is as follows:

16.6.1 - If the employee is granted leave without pay for the workday immediately preceding and the workday immediately following the holiday, the employee will not be paid for the holiday.

16.6.2 - If the employee is granted leave without pay for the workday immediately preceding the holiday, but returns to work on the first full workday after the holiday, the employee will be paid for the holiday.

16.6.3 - If the employee works the full workday immediately preceding the holiday, but is granted leave without pay on the workday immediately following the holiday, the employee will be paid for the holiday.