



HOLIDAYS

PM-46-01

Section: 46-00, LEAVE WITH PAY

The following days are recognized and observed as paid holidays for all regular, full-time and grant-funded, including those in their initial probationary period:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter
Martin Luther King's Memorial	April 4th
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September
Veterans Day	November 11th
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving	4 th Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

Please note that contingent employees are not eligible for the benefits of this policy.

In accordance with their Division rules and regulations, employees shall receive either a day off to be scheduled later by mutual agreement between the Division and the employee; or the employee shall be paid an additional eight (8) hours of pay for having worked the holiday if:

- The employee is assigned to work any given holiday.
- The holiday falls on an employee's regular day off.

To be eligible for holiday pay, unless an absence is excused by the designated supervisor, employees must work both the last scheduled work day before the holiday and the next scheduled work day after the holiday.

Holidays that occur while an employee is on authorized accrued vacation leave or authorized accrued sick leave, their leave time shall be charged as holiday leave, reference PM-46-02 and PM-46-03.

When employees choose to observe religious holidays not included in the provisions of this policy, they shall be granted time off from scheduled work to observe the religious holidays. Employees in these circumstances may elect to use unused accrued vacation leave time, bonus days, any other paid time off due



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the employee with the exception of sick leave, or to be docked in pay for the time off.

When any of the above listed holidays fall on either a Saturday or a Sunday, either the preceding Friday or the following Monday will be observed as the holiday. The decision as to which alternate day will become the holiday will be made by the Mayor, and employees will be notified by the Mayor's Office in an appropriate manner.

REFERENCE CORRESPONDING POLICIES

- PM-46-02, VACATION LEAVE
- PM-46-03, SICK LEAVE