

## H. HOLIDAYS:

1. The following days are declared to be holidays:

New Year's Day	January 1
Martin Luther King Day	The third Monday in January
Washington's & Lincoln's Birthday	The third Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Veterans' Day	November 11
Thanksgiving Day	The fourth Thursday in November
Day after Thanksgiving	The Friday after Thanksgiving
Christmas Day	December 25
Floating Holiday	To be granted at any time during the year with the approval of the department director.

When New Year's Day, January 1; or Independence Day, July 4; or Veterans' Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday; and, provided, when New Year's Day, January 1; or Independence Day, July 4; or Veterans' Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday. Employees may be granted such time off with pay as the Council by resolution may provide from time to time, and such provision shall apply uniformly to all employee unless excluded by the provisions of #5 in this section below.

2. Every regular or provisional employee shall be granted each such holiday off with pay; provided, however, that eligibility for the floating holiday shall be as follows:

For those regular or provisional employees who work at least 320 hours but less than 1040 hours in the fiscal year, (IRS payroll reporting year), they shall be granted one-half the total number of floating holidays applicable.

For those regular or provisional employees who work at least 1040 hours in the fiscal year, (IRS payroll reporting year), they shall be granted the total number of floating holidays applicable.

3. If an employee entitled to a holiday is required to work on Martin Luther King Day, Washington's and Lincoln's Birthday, Day after Thanksgiving, or Veterans' Day, s/he shall be granted another day off with pay, in lieu thereof, as soon thereafter as the convenience of the department permits, or s/he shall be paid on a straight time basis for such hours worked, in addition to his/her regular holiday pay. If an employee entitled to a holiday is required to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day, s/he shall be recompensed for work done of this day by being granted compensatory time on a time and one-half basis or by being paid on a time and one-half basis for such hours worked, in addition to his/her regular holiday pay.
4. ~~In order to be eligible for a holiday with pay, an employee's name must appear on the payroll on any six working days of the nine working days preceding the holiday; or an employee's name must appear on the payroll the last working day before the holiday and on three other working days of the nine working days preceding the holiday. In neither case shall the holiday be counted as a working day.~~

5. ~~4.~~ Provisions one through four of this Subsection H shall not apply to any employee whose position is under a heading of "Special Employments" in accordance with Section 3 of the Civil Service Rules and who is paid by the hour or by the performance.
6. ~~5.~~ Every employee whose position is under a heading of "Special Employments" in accordance with Section 3 of the Civil Service Rules and who is paid by the hour shall be paid on a time-and-one-half basis for time worked on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
7. ~~6.~~ Every temporary employee shall be paid on a time-and-one-half basis for time worked on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
8. ~~7.~~ For those bargaining units that use and reference proration charts to determine holiday eligibility requirements, the following proration charts shall be used. For those contracts that do not allow for holiday eligibility to be determined by proration charts, Section H Holidays 4., of the Salary Plan and Rates of Compensation Resolution shall apply.

The Holiday Eligibility Requirements Proration Charts are as follows:

A. For one holiday during a bi-weekly pay period:

<u>Non holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
72 hours or more =	8 hours
60 to 71 hours =	7 hours
49 to 59 hours =	6 hours
38 to 48 hours =	5 hours
27 to 37 hours =	4 hours
16 to 26 hours =	3 hours
5 to 15 hours =	2 hours
4 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

B. For two holidays during a bi-weekly pay period:

<u>Non holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
64 hours or more =	16 hours
52 to 63 hours =	14 hours
41 to 51 hours =	12 hours
30 to 40 hours =	10 hours
19 to 29 hours =	8 hours
8 to 18 hours =	4 hours
7 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

A. For one (1) holiday during a bi-weekly pay period:

<u>Non-holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
71.5 hours or more =	8 hours
59.5 to 71.49 hours =	7 hours
48.5 to 59.49 hours =	6 hours
37.5 to 48.49 hours =	5 hours
26.5 to 37.49 hours =	4 hours
15.5 to 26.49 hours =	3 hours
5.0 to 15.49 hours =	2 hours
4.99 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

B. For two (2) holidays during a bi-weekly pay period:

<u>Non-holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
63.5 hours or more =	16 hours (8 hours each holiday)
51.5 to 63.49 hours =	14 hours (7 hours each holiday)
40.5 to 51.49 hours =	12 hours (6 hours each holiday)
29.5 to 40.49 hours =	10 hours (5 hours each holiday)
18.5 to 29.49 hours =	8 hours (4 hours each holiday)
8.5 to 18.49 hours =	4 hours (2 hours each holiday)
5.0 to 8.49 hours =	2 hours (1 hour each holiday)
4.99 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

C. For three (3) holidays during a bi-weekly pay period:

<u>Non-holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
55.5 hours or more =	24 hours (8 hours each holiday)
43.5 to 55.49 hours =	20 hours (6.67 hours each holiday)
32.5 to 43.49 hours =	16 hours (5.34 hours each holiday)
21.5 to 32.49 hours =	12 hours (4 hours each holiday)
10.5 to 21.49 hours =	6 hours (2 hours each holiday)
5.0 to 10.49 hours =	2 hours (.67 hours each holiday)
4.99 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.