

CITY OF COMMERCE ADMINISTRATIVE POLICIES

FLOATING HOLIDAYS

1.0 PURPOSE

To provide a standardized policy for administration of the Floating Holiday allowed employees.

2.0 POLICY

2.1 An employee may select one (1) Floating Holiday (same as a personal day) each calendar year, provided:

A. The employee was employed by the City on January 1 in the calendar year.

a. Regular full-time employees shall receive one (1), eight (8) hour floating holiday taken as an entire day; not partial day.

b. Employees assigned to fire services shall receive one (1), twelve (12) hour floating holiday taken as an entire day; not partial day.

B. The employee has given not less than fourteen (14) calendar days written notice (Absence Report Form) to his/her immediate supervisor. (The employee and supervisor may agree to a date with less advance notice.)

C. The Floating Holiday may not be taken if not approved by the employee's supervisor. It may be refused due to the number of employees selecting a particular day off or because of the necessary work schedule.

2.2 The Floating Holiday must be taken during the calendar year of entitlement or the day will lapse. (Exception: when an employee has requested a floating holiday and the request has been denied.)

2.3 When the number of request for a particular day would impair department operations if granted, the following criteria will be used to determine which requests are approved:

A. The holiday will be granted to employees in the order in which the requests for a holiday date are submitted, with the earliest request receiving first priority.

- B. In the event several requests are submitted on the same day, requests will be granted based on employment seniority.
- C. Final authority for approving or disapproving holiday requests will rest with the Department Head based on department operational necessity.
- D. Any disapproval will be communicated to the employee as soon as possible.

2.4 The Floating Holiday may be combined with vacation leave.

2.5 An unused Floating Holiday is not paid to terminated employees.

3.0 PROCEDURES

3.1 Employee request should be made on an Absence Report Form to the Supervisor.

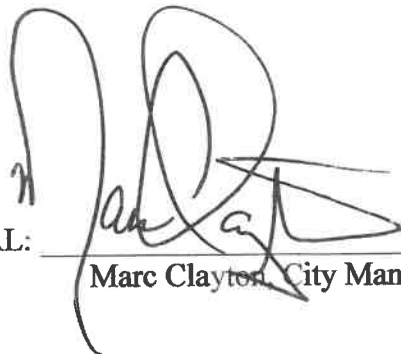
3.2 The employee will be notified of approval or disapproval by the Supervisor.

3.3 The Floating Holiday should be recorded on the employee time sheet as a "Floating Holiday".

EFFECTIVE: 11-04-2015

LAST REVISED: 10-01-2012

CITY MANAGER APPROVAL:



Marc Clayton, City Manager

DATE:

11/5/2015