

CITY OF COMMERCE ADMINISTRATIVE POLICIES

HOLIDAYS

1.0 PURPOSE

To provide a policy for uniform administration of standard City holidays.

2.0 POLICY

2.1 The City will celebrate the following holidays off with pay for regular full-time and regular part-time employees:

New Year's Day	January 1
M L King Day	3 rd Monday of January
Good Friday	Friday before Easter
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Thanksgiving Day	4 th Thursday of November
Day after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	One (1)

2.2 In the event a holiday other than a floating holiday falls upon a Sunday, the following Monday will be deemed to be the legal holiday.

2.3 In the event the legal holiday falls on a Saturday, the preceding Friday will be deemed to be the legal holiday.

2.4 Regular, full time employees shall receive eight (8) hours for each holiday.

2.5 Employees assigned to fire services shall receive twelve (12) hours for each holiday.

2.6 Regular part-time employees will receive a pro rata share of compensation at their regular straight time hourly rate for each approved holiday.

2.7 If any holiday mentioned above, with the exception of a floating holiday, falls on an employee's regularly scheduled day off, the employee will be granted another day off.

- 2.8 When a holiday falls within a period of paid leave, the holiday will not be counted as a leave day in computing the amount of leave debited.
- 2.9 An employee who is absent without leave on the day immediately preceding or following a holiday will lose the holiday as well as pay for the day.
- 2.10 Only four days (Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day) can be carried over to the next year. Holidays carried over to the next year must be taken before March 1.

EFFECTIVE: 10-01-12

LAST REVISED: 07/01/02

CITY MANAGER APPROVAL:

A handwritten signature in black ink, appearing to read "Paul Sant", is written over a horizontal line. The signature is stylized and cursive.