

Sec. 4.02 PAID HOLIDAYS

The City recognizes the following holidays as paid holidays and the dates that they will be observed on:

- New Year's Day, January 1
- Martin Luther King Jr. Day, Third Monday in January
- President's Day, Third Monday in February
- Spring Holiday, Monday after Easter
- Memorial Day, Last Monday in May
- Juneteenth Day, June 19
- Independence Day, July 4
- Labor Day, First Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving Day, Fourth Friday in November
- Christmas Eve, December 24
- Christmas Day, December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. The only exception to this rule is for Christmas Eve and Christmas. Such exception is needed because Christmas Eve and Christmas are the only back-to-back holidays that might fall on a weekend. When Christmas falls on a Saturday, Christmas will be observed on the preceding Friday and Christmas Eve will be observed on the preceding Thursday. When Christmas falls on a Sunday, Christmas will be observed the following Monday and Christmas Eve will be observed on the preceding Friday.

The Mayor with City Council approval may designate such special holidays as circumstances merit.

Non-exempt regular full-time and part-time employees who are required to work on a holiday will be granted overtime pay at time and 1/2 for the time period worked.

Regular part-time employees, who work an average of at least 30 hours per week, will be eligible for paid holidays on a prorated basis.

Temporary/Seasonal employees are not eligible for paid holidays, and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

If a holiday occurs while an employee is on Worker's Compensation or other disability compensation, no credit or pay for the holiday will be allowed.

In order to receive pay for an observed holiday, the employee must have worked the workdays immediately preceding and immediately following the holiday or been on a preapproved paid vacation for those workdays, unless otherwise approved in writing by the employee's department head or the city administrator.