

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 107.02
SUBJECT: EMPLOYEE BENEFITS AND SERVICES	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: HOLIDAYS	LAST REVISION DATE: 07/23/15

POLICY STATEMENT:

The following holidays are declared official holidays for regular full-time and regular part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

A holiday shall be defined as a period of eight (8) hours at straight rates. Holidays occurring on Saturday will be observed on the preceding Friday and holidays occurring on Sunday will be observed on the following Monday.

All regular employees are eligible after completion of one day of work.

Regular part-time (includes one-half and three-quarter time) employees who work twenty (20) hours per week or more shall be entitled to holiday pay at a rate equivalent to the budgeted pay classification of either one-half (1/2) or three-quarter (3/4) time.

Seasonal and temporary employees will be paid their regular rates on a holiday only if required to work.

NOTE: In the case of fire fighters whose hourly rate is computed on 2,912 hours annually rather than 2,080 hours, holidays will be considered to be 12 hours to avoid re-computing the hourly rate for the holiday.

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ADMINISTRATIVE PROCEDURES:

I. WORKING ON HOLIDAYS

- A. All non-exempt employees who are required to work a designated holiday shall be given equivalent hours off* (the date of time off is subject to supervisor's approval), or may be paid regular rates for the hours worked in addition to their regular pay.
- B. When the holiday and regular day off occur on the same day, those non-exempt employees who are scheduled off duty on that day will be entitled to additional pay at regular rates or an alternate holiday off*.

Exempt employees will be given an alternate day off. The date of the day off is subject to the supervisor's approval but should typically be granted within thirty (30) days of the holiday. Hours that are not taken as an alternate holiday will NOT be "banked" nor paid out upon an employee's termination.

* Equivalent hours off or an alternate holiday must be granted for non-exempt employees in the same work week, or they shall be paid their regular rate for the hours worked or the holiday, whichever is greater.

II. UNPAID LEAVE OF ABSENCE - HOLIDAYS

- A. A non-exempt employee who has an unauthorized absence (see Absenteeism/Tardiness policy #110.01 for definition of unauthorized absence) on the work day immediately preceding or following an observed City holiday will lose pay for the holiday as well as for the unauthorized absence. An employee may be subject to disciplinary action as well. When possible, supervisors should communicate the unauthorized absence status to an employee when they call in to report their absence.
- B. An employee absent without prior permission when scheduled to work a holiday will not receive holiday pay and may be subject to disciplinary action.
- C. Employees on an extended unpaid leave status (authorized or unauthorized) will not receive holiday pay (see Personal Leave Without Pay policy #111.08).

III. TERMINATION - HOLIDAYS

If the last day of employment falls on the holiday, the employee will not be paid for that holiday. Exceptions will be made for retirements.

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IV. HOLIDAY PAY FOR WORKERS' COMPENSATION AND OTHER EXTENDED APPROVED PAID LEAVE

An employee on workers' compensation or other extended approved paid leave, will receive holiday pay only when the employee would have normally been authorized to be paid for that holiday.

V. RELIGIOUS OR OTHER NATIONAL HOLIDAYS

With leave approved by the supervisor, an employee may request to use accrued vacation time or leave without pay in the event vacation accruals have been exhausted.

VI. MISUSE OF HOLIDAYS

Holiday benefits will not be paid for the same time an employee receives sick leave pay, vacation/bonus time pay, death in the family leave pay, or any other paid leave benefit.

NOTE: If a holiday puts the total number of hours over the normal payroll period amount (i.e., 80 hours or 112 hours), the overtime policy (#106.04) may apply.