

Holiday Pay

An employee is paid for a holiday if the employee works the last day they are scheduled to work before and the first day they are scheduled to work after the holiday or if the employee is on approved paid leave.

Employees who work a flex day schedule are encouraged to work a regular work schedule during the weeks in which a holiday falls. Those full time employees who do not adjust their schedule to a regular work week will be required to take annual leave for the difference between the eight (8) hour holiday leave and their flex day schedule.

Part-time employees shall receive paid leave equal to the number of hours that the employee would have worked on the holiday.

When a City holiday falls within a period of paid leave, such leave will not be counted as a workday in computing the amount of leave charged to an employee. This provision does not apply for those employees whose holidays are included in their annual leave accrual.

Holiday during unpaid leave

When a City holiday falls within a period of leave without pay or immediately preceding or following such leave, you will receive no pay for the holiday. The hire or separation date for an employee shall not be effective on a holiday except when the employee works that day.

Holiday on a scheduled day off

When a City holiday falls on your scheduled day off, an additional compensatory day will be granted for most employees. Employees eligible to accrue leave at a higher rate due to compensatory schedules are not eligible for this additional time.