

TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES

Subject:	File Under Section:	
HOLIDAY LEAVE	PERSONNEL	
Effective Date:	Number:	Page:
March 26, 2015 <u>August 18, 2016</u> Res. No. 1908 <u>1972</u>	2-09	1 of 3
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November 18, 2004 Res. No. 4315, 11/18/2004 <u>1908</u>	Larry Tarkowski Town Manager	
	Date: _____/S	

1.0 POLICY

1.1 This policy establishes the Town of Prescott Valley’s holiday schedule. The Town observes eleven (11) holidays in a calendar year.

2.0 PURPOSE

2.1 The purpose of this policy is to establish uniform practices for holiday pay and holiday time off. Further, it defines a holiday as an eight (8) hour day for full-time employees ~~budgeted at 40 hours weekly,~~ and five (5) hour day for part-time employees ~~is pro-rated for all other regular part-time employees based on their budgeted weekly schedule.~~ Holiday pay is calculated at an employee’s regular base rate of pay.

3.0 APPLICABILITY

3.1 All full-time and regular part-time employees.

4.0 REFERENCE

- 4.1 Personnel Policy 2-06, Compensatory Time and Overtime
- 4.2 Personnel Policy 2-08, General Leave

5.0 HOLIDAY SCHEDULE

5.1 The Town observes the following holidays.

Actual Holiday	Date Observed
New Year’s Day	January 1 st
Martin Luther King Day	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran’s Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve Day	December 24 th

Christmas Day

December 25th

5.2 Shifting Holidays

5.2.1 When a holiday falls on Sunday it will be observed the following Monday. When a holiday falls on Saturday it will be observed the preceding Friday.

5.2.2 When a holiday falls on an employee's regularly scheduled day off, the employee may be allowed to shift the holiday to a regularly scheduled work day occurring in the same work week as the holiday. This option must be approved by their supervisor in advance of the date of the Town-observed holiday.

5.2.3 Employee positions that operate on a continuous 24-hour, seven-day schedule (*i.e. Police Officers*) shall observe the holiday on the actual calendar day on which it falls.

6.0 ADMINISTRATION

6.1 Non-Exempt Employees.

6.1.1 When a holiday falls on an employee's regularly scheduled work day and the employee does not work, the employee will receive holiday pay for the day off (*i.e. holiday taken*).

6.1.2 When a holiday falls on an employee's regularly scheduled day off and the employee does not work, the employee may:

- (a) shift the holiday (see 5.2.2) and receive holiday pay for taking the alternate day off; or
- (b) receive overtime for any hours over forty (40) in the workweek. (see Compensatory Time and Overtime Policy 2-06).

6.2 In addition to "holiday pay" any non-exempt employee who works on the "actual holiday" (see Section 5.1) will qualify for "holiday worked pay" calculated at one and a half times his/her base pay for any actual hours worked regardless of the total hours worked in that work week. All other provisions of the overtime policy will apply for determining compensatory time or additional paid overtime.

6.3 Each Town observed holiday shall be an eight (8) hour day for full-time employees and five (5) hour day ~~pro-rated~~ for all regular part-time employees. Employees who are regularly scheduled to work hours in excess of the designated holiday hours must make-up the difference by working additional hours within the work week or by utilizing accrued general leave hours. Arrangements for either extra work hours or to utilize general leave must be made between the supervisor and employee prior to the holiday.

6.4 Coordination of Leave and Holidays

6.4.1 An employee who is on pre-approved paid leave when a holiday occurs will receive holiday pay for the holiday and utilize the pre-approved paid leave benefit only for any remaining balance of the absence. (*i.e. If a holiday occurs during a workweek in which the employee is taking vacation, the holiday will be counted as time worked and will reduce the compensatory time or general leave taken by the employee.*)

6.4.2 An employee who is otherwise eligible for holiday pay and who is on unpaid leave at the time of the holiday commencing will not receive holiday pay.

6.5 In order for a new employee to receive holiday pay, the employee must have actual hours worked prior to the holiday.