

B. HOLIDAYS AND FLEXIBLE LEAVE

The following days are paid holidays:

New Year's Day

Martin Luther King, Jr. Day

Lincoln's Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Employee's birthday

The dates for observation of the aforementioned holidays shall be selected by the Mayor and approved by the City Council at the end of each year.

a. For full-time employees on the 5/40 or 9/80 work schedule, when a holiday falls on a Sunday, the following Monday will be observed as the day off. When the holiday falls on a Saturday, the preceding Friday shall be

taken off as the day of observance. These employees are granted 8 hours of holiday pay per holiday.

b. For full-time employees on the 4/10 work schedule, when a holiday falls on a Sunday, the following Monday will be observed as the day off. When the holiday falls on a Friday or Saturday, the holiday will be converted to a Flex Leave day for the employee at the beginning of the calendar year and may be taken on any day during the year with the prior approval of the department head. These employees are granted 10 hours of holiday pay per holiday.

c. Each full-time employee shall be entitled to a paid holiday on his/her respective birthday to be scheduled upon the approval of the supervisor. If the employee is unable to take his/her birthday on his/her scheduled date, it may be rescheduled off within two weeks with the approval of the supervisor and the department head. For employees on the 5/40 or 9/80 work schedule, if an employee's birthday falls on a Saturday or a Sunday, he/she may take off the preceding Friday or the following Monday as he/she chooses. If his/her birthday falls on a municipal holiday or scheduled day off, he/she shall take off the working day preceding or following his/her birthday. For employees on the 4/10 work schedule, if an employee's birthday falls on a Friday, Saturday, or on a Sunday, he/she may take off the preceding Thursday or the

following Monday as he/she chooses. If his/her birthday falls on a municipal holiday or scheduled day off, he/she shall take off the working day preceding or following his/her birthday.

d. Part-time and temporary employees who actually work on New Year's Day, Easter, Thanksgiving Day, Christmas Day, and/or his/her Birthday shall be paid double time for hours actually worked in lieu of receiving holiday pay.

1. FLEXIBLE LEAVE:

In addition to the above, only full-time non-Civil Service employees and Civil Service employees on the 5/40 work schedule or 9/80 work schedule shall be granted three days of flexible leave to be used any time during a one-year period with the approval of the employee's department head. Flexible leave may not be accumulated from year to year and is not compensable upon separation from employment with the City. In most cases, flexible leave should be approved by the department head at least two weeks in advance of the date to be taken, although the department head retains discretion to approve the use of flexible leave in special circumstances. Flexible leave may be used in fifteen (15) minute increments.

New employees, upon appointment, shall be granted a prorated number of flexible leave days as follows:

Appointments between and including January 1 and April 30 - 3 days

Appointments between and including May 1 and August 31 - 2 days

Appointments between and including September 1 and December 31 - 1 day

Full time employees on the 4/10 work schedule, temporary employees and part-time employees are not eligible for these Flexible Leave days.

2. RELIGIOUS HOLIDAYS:

Department heads may authorize leaves of absence for religious holidays. Employees may use vacation time, compensatory time off, or flexible leave time for such holidays. If no such time is available to the employee at the time he/she is required by religious beliefs to celebrate a given holiday, the employee may take the time as an unpaid leave of absence.

