

SECTION 6 – ABSENCE

- 6.1 Holidays**
- 6.2 Vacation**
- 6.3 Sick Leave**
- 6.4 Sick Leave Conversion**
- 6.5 Bereavement Leave**
- 6.6 Military Leave**
- 6.7 Jury Duty (Civil Leave)**
- 6.8 Leave of Absence Without Pay**
- 6.9 Disability Leave**
- 6.10 Family and Medical Leave**
- 6.11 Attendance Incentive (Trial Program)**
- 6.12 *Paid Time Off (Part-Time Employees)***

HOLIDAYS

SECTION 6.1
PAGE 1 OF 3

AFSCME, Article 17; FOP, Article 20;
IAFF, Article 17; OPBA, Article 19;
Teamsters, Article 26

- A. All full-time employees shall be entitled to the following legal holidays plus ~~two (2)~~ **three (3)** floating holidays (*one of which is in consideration of the employee's birthday*) to be scheduled by the department head:

~~Employee's Birthday~~

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

~~Two (2)~~ **Three (3)** Floating Holidays

Newly hired employees are entitled to those holidays occurring after their date of hire. Additionally, an employee hired on or after July 1 of a calendar year is eligible only for one (1) floating holiday that calendar year.

- B. The employee must report for work on his or her last scheduled work day preceding the holiday, the day of the holiday, and his or her first scheduled work day following the holiday, as applicable, in order to be entitled to the holiday pay and holiday premium pay, except that absence due to illness or injury caused or induced by the actual performance of official duties and not by an employee's negligence shall not

affect such employee's right to holiday pay. Additionally, if a holiday occurs while an employee is on paid vacation, compensatory time, or approved paid sick leave, such leave time will not be considered an unscheduled absence, and the employee will be paid for the holiday and not have the day charged to any other leave. The Department Head, at his/her discretion, may approve payment for a holiday where an absence immediately preceding or following a holiday is reasonably determined to be legitimate and due to circumstances beyond the employee's control.

- C. In addition to the holidays listed above, full-time employees shall be entitled to any day or partial day designated by the Mayor and approved by Council as a holiday, day of mourning, or other day off. Eligible employees will be given the day off or partial day off if scheduling permits, or equivalent compensatory time off within one hundred eighty (180) days, or pay for such day if after one hundred eighty (180) days.
- D. For employees normally scheduled to work Monday through Friday, if the holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday. Departments requiring coverage on a regular seven (7) days per week basis are addressed under Subsection E.
- E. If an employee's work schedule is other than Monday through Friday, an eligible employee shall be entitled to holiday compensation for the actual day of the holiday for holidays observed on his day off regardless of the day of the week on which they are observed. Such holiday compensation may be in the form of pay or compensatory time. An employee must indicate the preference for compensatory time during the pay week in which the holiday falls.
- F. Departments that must remain open on holidays shall attempt to equitably distribute and rotate the holidays each employee shall be required to work.
- G. Holidays should be taken on the designated day, or if not possible, another day as mutually agreed by the employee and department head. ~~The time off must be scheduled within thirty~~

~~(30) days following the holiday. The holiday time off does not have to be taken during the thirty (30) days, but it must be scheduled. Employees may not carry over holidays into the next calendar year, except that designated December legal holidays may be scheduled to occur within the first calendar quarter of the following year. This provision shall not apply to employees who are paid for the holiday whether worked or not.~~

Original Adoption Date	Revision Date
<u>01/01/09</u>	<u></u>