

## CITY OF WACO

<b>HOLIDAYS</b>		Page 1 of 2
Policies and Procedures	AVL-2	Revised 07/12/04

### A. Statement of Purpose

To establish the City's policy regarding paid holidays, holiday pay, and work schedules.

### B. General Policy

1. The city observes nine paid holidays each year for full time employees. Eight holidays are fixed and one is flexible.

2. Fixed Holidays:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	Third Monday of January
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1st Monday in September
Thanksgiving Day	Last Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 <sup>th</sup>

3. Flexible Holiday:

The flexible holiday is a day selected by the employee, subject to prior approval of the employee's supervisor.

### C. Required Work Schedules

Department directors may require employees to work on a holiday in order to provide essential services on the holiday.

### D. Procedures

1. Fixed Holidays

(a) Holidays which fall on a Saturday will be observed on the preceding Friday; holidays which fall on a Sunday will be observed on the following Monday.

(b) If a holiday falls during an employee's scheduled vacation, the holiday will not be counted as vacation taken.

## CITY OF WACO

### HOLIDAYS

Policies and Procedures

AVL-2

Page 2 of 2

Revised 07/12/04

(c) Non-exempt employees required to work on a scheduled holiday may be given another day off or may be paid for the holiday and hours worked on the holiday. A paid holiday not worked will not be credited as a regular workday for computation of weekly overtime.

(d) An exempt employee required to work on a holiday will be given another day off at a time mutually convenient to the employee and the City.

#### 2. Flexible Holidays

(a) The flexible holiday will accrue in an employee's holiday bank on the second day of January of each calendar year.

(b) Each department shall reasonably attempt to allow its employees to use the flexible holiday.

(c) Any unused flexible holiday will carry forward into an employee's holiday bank.

3. A maximum of nine days of holidays may be carried into the next calendar year.

4. An employee will be paid upon separation for accrued holiday leave not to exceed nine working days.

#### E. Part-time Employees

Part-time employees accrue holidays on a monthly basis in proportion to the number of annual budgeted hours for that position. Holidays accrue based on the following:

(a) at least 20 but not greater than 24 hours per week – accrue 4.96 hours per month (62% of full time accrual rate)

(b) at least 25 but not greater than 29 hours per week – accrue 6.00 hours per month (75% of full time accrual rate)

(c) at least 30 but not greater than 35 hours per week – accrue 6.96 hours per month (87% of full time accrual rate).



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Larry D. Groth, P.E., City Manager  
July 12, 2004