

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Holiday Policy

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I. Policy

Approval:



City Administrator

Date:

2-12-2020

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Holiday Policy

I. Policy

The City observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Holidays that fall on Saturday are usually observed the preceding Friday.
Holidays that fall on Sunday are generally observed the following Monday.

Council may declare additional days as holidays.

Employees who are scheduled to work on a holiday receive an alternate day off to be scheduled by their supervisor *or* receive an additional eight hours straight-time pay.

Employees selecting an alternate day off must take that day within 90 days after the holiday on which they have worked.

Employees must work the day before and after a holiday or be on approved leave, in accordance with the City's Annual Leave policy or Sick Leave policy, in order to be paid for a holiday.