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**CITY OF FOREST ACRES**

**Holiday Policy**

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I. Policy

Approval:  Date: 2/10/15  
City Administrator

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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 order to be paid for a holiday.