

## *Organizational Policy*

### HOLIDAYS

#### **Holidays**

City employees will observe the following designated holidays each year:

- New Year's Day (January 1)
- Martin Luther King's Birthday (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (First Monday in September)
- Veteran's Day (November 11<sup>th</sup>)
- Thanksgiving Day (Fourth Thursday in November)
- Day After Thanksgiving
- Christmas Eve Day (1/2 Day December 24<sup>th</sup>)
- Christmas Day (December 25<sup>th</sup>)
- New Year's Eve Day (1/2 Day December 31<sup>st</sup>)

The City's business offices will be closed on the holidays specifically listed above. If any employees are required to work on any of these days designated as holidays, they will be given additional time off or one and one-half (1-1/2) pay in addition to regular pay to compensate for the loss of the holiday.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### **Shift Workers**

1. During the holiday week, shift workers shall work their regular scheduled week and shall be paid time and one-half (1-1/2) for the hours worked and another day off in place of the holiday. Such time may be added to vacation, with the consent of the department head.
2. When a holiday falls on a shift employee's day or shift off, the employee shall be required to work the regular scheduled week. In lieu of the holiday, an additional day or shift off will be scheduled or added to accrued time.

When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday, with the exception of Christmas Eve day and New Year's Eve day.

Holiday pay will not be allowed if the employee is on any amount of unpaid leave both the workday prior to and the next workday after the holiday.

All regular employees working one-half time (20 hours per week) or more are eligible for holidays at their regular rate of pay. These employees are subject to the same conditions as outlined in the preceding paragraphs for all regular employees.

### **Community Service Officers**

Community Service Officers and the Community Service Officer Supervisor shall receive three point six nine two (3.692) hours, in lieu of the holiday, added to their vacation time each pay period. The amount of time added shall not exceed ninety six (96) hours per year.

Policy revisions approved by City Administrator:



Alison Zelms

02/14/2023

Date

#### Policy History

Current Revision: 2/13/2023

Previous Revision(s): 3/19/2018

#### Associated Form(s)

- N/A

#### Legal/Statutory Authority

- MN Statute 645.44, Subd. 5