

## *Organizational Policy*

### HOLIDAYS

#### **Holidays**

All regular, benefit eligible, employees working in a position that is expected to last for more than six months, in which they are scheduled to work at least 20 hours per week, are eligible to receive holiday pay at their regular rate of pay. The number of holiday hours is prorated by the employee's full-time equivalency (FTE).

City employees will observe the following designated holidays:

- 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)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day After Thanksgiving
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

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. In the event Christmas Eve falls on a Sunday, it will be observed on the preceding Friday. In the event Christmas Day falls on a Saturday, it will be observed on the following Monday.

The City's business offices will be closed on the holidays specifically listed above. If an employee is required to work on the actual day of the holiday, they have the option of taking a different day off within the same workweek with supervisor approval. Non-exempt staff who are required to work on the actual day of the holiday, and are unable to take another day off within the same workweek, will be paid at one and one-half (1-1/2) times their regular rate of pay in addition to the regular holiday pay to compensate for the loss of the holiday.

Employees must be paid for the full day prior to and after the holiday in order to be eligible for holiday pay. Any amount of unpaid leave on either the scheduled workday prior to or after the holiday will result in the holiday pay being removed. 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 on the actual day of the holiday and another day off in place of the holiday.
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.

### 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 hours per year.

Policy revisions approved by City Administrator:

  
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Alison Zelms

\_\_\_\_\_  
07/26/2024  
Date

#### *Policy History*

Current Revision: 06/20/2024

Previous Revision(s): 01/20/2024

#### Associated Form(s)

- N/A

#### Legal/Statutory Authority

- MN Statute 645.44, Subd. 5