

**CITY OF WAUKESHA
HUMAN RESOURCES POLICY/PROCEDURE**

POLICY C-1 – Holidays

A. Holidays are:

	2015 <u>(Work Day Off)</u>	2016 <u>(Work Day Off)</u>
1. New Years Day	Thursday, January 1st	Friday, January 1st
2. Memorial Day	Monday, May 25 th	Monday, May 30 th
3. Independence Day	Friday, July 3 rd	Monday, July 4 th
4. Labor Day	Monday, September 7 th	Monday, September 5 th
5. Thanksgiving Day	Thursday, November 26 th	Thursday, November 24 th
6. Day after Thanksgiving	Friday, November 27 th	Friday, November 25 th
7. Day before Christmas Day	Thursday, December 24 th	Friday, December 23 rd
8. Christmas Day	Friday, December 25 th	Monday, December 26 th
9. Day before New Years Day	Thursday, December 31 st	Friday, December 30 th
10. (2) Floating Holidays		

B. Administration

1. Each holiday shall consist of eight (8) hours of pay for regular full time employees. Holiday pay is pro-rated for regular part-time employees.
2. Holidays falling on a Saturday will be observed on the preceding Friday.
3. In the event that a holiday falls on a Friday and is immediately followed by another holiday, the employee shall receive the preceding Thursday off for the Saturday holiday.
4. Holidays falling on a Sunday will be observed on the following Monday.
5. In the event that a holiday falls on a Sunday and is immediately followed by another holiday, the employee shall receive the following Tuesday off for the Monday holiday.
6. The holiday year begins January 1, and ends December 31 of each calendar year.
7. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation, outside of that period.
8. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave. Supervisors are reminded to use caution when granting unpaid leave prior to or immediately after a holiday, as it will affect holiday payments.
9. The holiday schedule will be reviewed and updated as necessary.
10. An employee must work the scheduled work day before and after a holiday unless excused, with pay, to be eligible for holiday pay. Excused absences mean paid time off. Examples of excused paid time off is vacation, compensatory time, sick leave, Worker's Compensation (first

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four (4) months only), funeral leave, court leave (Jury or Witness) and military leave (first two (2) weeks only) or where an employee would be on paid leave and a documented emergency situation prevents their timely return to work; such as severe weather, automobile problems, or a canceled airline flight, etc. Employees may be required to provide relevant documentation related to any such absence, including but not limited to, doctor's certifications, military orders, automobile repair invoices, canceled airline tickets, etc. Pre-approved voluntary leave also constitutes an excused absence for purposes of this section.

11. Employees are eligible to be paid for a floating holiday after they have been employed six (6) months excluding paid time off.
12. Time off for holidays shall be scheduled as outlined above with the exception of Police and Fire Department employees covered under separate labor agreements or as otherwise set forth herein. Dispatchers will receive annually in lieu of holidays, eighty-eight (88) hours of personal holiday time, to be scheduled as determined by the Chief of Police.
13. Departments shall internally establish holiday work schedules.
14. Non-represented, 56-hour work week, fire department employees will receive annually, in lieu of holidays, one hundred and twenty (120) hours of compensatory time off or pay, as determined by the Fire Chief.
15. Non-exempt employees other than Police and Fire Department employees covered under separate labor agreements, who are required to work on a holiday will be paid at the rate of two (2) times their regular rate of pay for all hours worked in addition to receiving pay for the holiday.
16. Pyramiding overtime and/or holiday pay is prohibited. Pyramiding premium pay is the practice of counting hours paid at a premium rate towards the eligibility for overtime compensation.

Passed this 2nd day of December, 2014.

Approved this 2nd day of December, 2014.