



**Purpose** To provide City of Albany employees time off with pay for recognized and observed holidays.

**Policy** **Observed Holidays**  
 The following holidays shall be recognized and observed as paid holidays:

|                        |  |
|------------------------|--|
| New Year's Day         | Veterans' Day                          |
| Martin Luther King Day | Thanksgiving Day                       |
| Memorial Day           | Friday after Thanksgiving Day          |
| Independence Day       | Christmas Day                          |
| Labor Day              | Optional Days- Three Floating Holidays |

- If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Employees who wish to take additional time off around a designated holiday must use vacation or other accrued leave and comply with applicable Human Resources policies and collective bargaining agreements.

**Veterans Day** – An employee who is a veteran, as defined in ORS 408.225, and is scheduled to work on Veterans Day, shall be provided the day off under the following circumstances:

- The employee requests the day off at least twenty-one (21) calendar days in advance;
- The employee documents his/her status as a qualifying veteran; and
- Granting the day off will not create a significant economic or operational disruption or an undue hardship for the work unit. (NOTE: Supervisors who believe granting the time off will create a significant disruption or undue hardship must contact Human Resources before responding to the employee.)

Supervisors must respond to the employee's request no later than fourteen (14) days prior to Veterans Day.

Employees must use accrued leave (other than sick leave) to cover the absence.

Employees who are denied leave may elect, with supervisor's approval, another day off to celebrate Veterans Day.

**Religious Observances**

The City will attempt to accommodate an employee's request to be away from work for religious holiday observances. Such time off shall be charged to vacation, compensatory time off or, if no leave is available, as unpaid leave. However, nothing



shall obligate the City to make an accommodation if to do so would result in undue hardship on the City or its employees.

**Eligible Employees**

Regularly scheduled full-time employees shall receive eight hours' pay for each of the holidays listed above subject to their normal work schedules. Eligible part-time employees shall receive prorated pay based on their FTE for each of the holidays listed above subject to their normal work schedules. Regular employees are eligible for holiday pay from date of hire.

Nonbargaining supervisors on rotating shifts in the Police and Fire Departments are covered by this policy under Conditions of Holiday pay.

Bargaining unit employees are subject to holiday benefits or rules described in department procedures and in applicable collective bargaining agreements.

City temporary employees and temporary service workers are not entitled to receive paid holidays.

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**Policy**

**Holiday Pay**

A) Employees shall be eligible for holiday pay under the following conditions:

- (1) If a holiday is observed during an employee's vacation period, s/he will not be charged vacation leave for that workday.
- (2) If an employee is on paid sick leave and holiday is observed, the employee is paid for such holiday, and it shall not count against his/her accumulated sick leave.

B) Nonbargaining supervisors whose normal duty assignment is that of a rotating shift supervisor within the Fire and Police Departments:

Fire: Shall accrue 16 hours holiday leave per month in lieu of being eligible for holidays or overtime compensation for such days. After approval of a leave request submitted by the employee to her/his supervisor, this leave may be scheduled off. Employees who accrue this leave shall not be allowed to carry more than 80 hours of this leave in their total holiday leave accrual at any one time. Leave granted under this provision is based upon these employees continuing to work 24-hour rotating shifts.

Police: Shall accrue 11 hours of holiday leave per month in lieu of being eligible for holidays or overtime compensation for such days. After approval of a leave request submitted by the employee to her/his supervisor, this leave may be scheduled off. Employees who accrue this leave shall not be allowed to carry more than 80 hours of this leave in their total holiday leave accrual at any one



time. Leave granted under this provision is based upon these employees continuing to work 12-hour rotating shifts.

- C) When a holiday occurs on a day on which a FLSA non-exempt employee is regularly scheduled to work more than eight (8) hours (such as for an employee working four-10 hour schedule), the employee may choose one of the following options:
1. Receive eight (8) hours of holiday pay and charge two (2) hours against any of the employees accrued leave except sick leave;
  2. Receive eight (8) hours of holiday pay and charge two (2) hours to leave without pay;
  3. Change to work schedule of five (5) 8-hour days for the entire work week. To select this option, the employee must notify the supervisor at least seven (7) days in advance of the start of the work week and receive the supervisor's approval;
  4. With the supervisor's approval, receive eight (8) hours of holiday pay and work two (2) extra hours during the same work week. These extra hours will be paid at the straight time rate.
- D) When a holiday occurs on a day on which a FLSA exempt employee is regularly scheduled to work more than eight (8) hours, that employee will receive holiday pay in an amount equivalent to their regularly scheduled hours of work. In the event that a holiday falls on a day that such an employee is not regularly scheduled to work, the employee will be given the opportunity to take another regularly scheduled day off within the current or following work week.
- E) Computing Overtime: For the purpose of computing overtime, paid holiday hours will be regarded as hours worked.
- F) Fair Labor Standards Act (FLSA) exempt employees directed or authorized to work on a holiday are entitled to defer the holiday with pay until a later date. The deferred holiday shall be taken at the mutual convenience of the employee and the City.
- G) Terminating employees must work the day after a holiday to be eligible for holiday pay.
- H) Should an employee receiving holiday leave under this Section (in lieu of floating holidays) be reassigned to a continuing shift of less than 12-hours, the employee shall cease accruing holiday leave as provided for in this Section and shall become eligible for floating holidays. However, the remaining balance of holiday leave accrued under this section and the floating holidays shall not in total exceed 80 hours. The employee shall have one-year to use the balance of the leave accrued under this Section. Leave remaining in that bank after one year shall be cashed out (paid) to the employee at the employee's rate of pay at the time he/she was reassigned to a shift of less than 12-hours.



**Floating Holiday**

In addition to the above-listed holidays, regular Nonbargaining employees, other than those scheduled to work in a supervisory rotating shift within the Fire and Police Departments, shall be granted three (3) eight-hour days for a total of twenty-four (24) hours, or prorated days if part-time, as paid "Floating Holidays" subject to the following conditions:

- (1) Floating holidays would be days or hours off with pay to be taken at the discretion of the employee with the supervisor's prior approval. This leave may be taken in hourly increments.
- (2) Nonbargaining employees are eligible as follows:

| Floating Holiday Calendar Year<br>(On payroll) | Minimum Months in Calendar Year Worked | Hours Credited Annually | Equivalent Credited Days Annually | Allowable rollover |
|--|--|-------------------------|-----------------------------------|--------------------|
| January 1 to December 31                       | 12                                     | 24 hours                | 3 days                            | 0                  |
| No later than May 1 to December 31             | 8                                      | 16 hours                | 2 days                            | 0                  |
| No later than September 1 to December 31       | 4                                      | 8 hours                 | 1 day                             | 0                  |

- a) Nonbargaining employees not on the payroll on January 1 but who are employed for at least 8-12 months of the calendar year are entitled to two (2) floating holidays.
  - b) Nonbargaining employees not on the payroll on January 1 but who are employed for at least 4-8 months of the calendar year are entitled to one (1) floating holiday.
  - c) Nonbargaining employees who are employed for less than 4 months of the calendar year are not entitled to floating holidays until the following calendar year.
- (3) Floating holidays remaining unused at the end of the calendar year are forfeited. They may not be cashed out or rolled over into the next calendar year.
  - (4) However, if an employee is terminated or resigns and did not use her/his floating holidays, s/he will receive pay for the day(s) not used.
  - (5) Provisions of collective bargaining agreements prevail for bargaining unit employees.



**City of Albany**  
Human Resources Policy  
Policy #: HR-BC-10-004  
Title: Holiday Pay

**Benefits &  
Compensation**

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**Definitions** N/A

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**References** Refer to specific Collective Bargaining Agreements.

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### Review and Authorization

|   |   |                               |
|---|---|-------------------------------|
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| HR Director:                            | City Manager:                             |                               |

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