

RULE 10

HOLIDAY REGULATIONS

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RULE 10 - HOLIDAYS

10.1 Authorized Holidays:

The official holidays to be observed by the employees of the City of Sarasota shall be:

New Year's Day	January 1
Dr. Martin Luther King Jr.'s Birthday	3rd Monday in January
President's Day	3rd Monday in February
National Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25th

10.2 Holiday Clarifications

General: The City Manager or City Auditor and Clerk, for their respective employees, may designate any other workday a holiday for qualified employees.

Normal Work Week (Monday through Friday):

An official holiday that falls on a Sunday shall be observed on the following Monday by permanent employees whose scheduled work week is either Monday through Friday, inclusive, or Monday through Saturday, inclusive.

An official holiday that falls on a Saturday shall be observed on the Friday preceding the holiday by permanent employees whose regular scheduled work week is Monday through Friday, inclusive.

Qualified Employees: The following employees qualify to receive compensation for an official holiday without working on such holiday, and without charge against any accumulated leave:

- (1) Permanent employees.
- (2) Permanent part-time employees with six (6) or more calendar months of continuous service completed prior to the date of the holiday, and who have regular scheduled hours of work, provided the holiday falls upon a day of their work schedule.

Probationary employees, both part-time and full-time may be authorized to be receive pay for holidays at the discretion of the Department Head, whose decision shall be final and binding. Appeals of the Department Head's decision are not authorized.

10.3 Compensation:

Hourly paid employees who qualify under the above shall be paid their regular straight-time rate of pay for their regularly scheduled hours of work for the day on which the holiday fell, or was observed. Salaried employees shall receive their normal compensation during the work week when such holidays occur. Holiday hours compensated for, though not worked, shall be computed as time worked for overtime pay.

10.4 Other Than Normal Work Week:

- A. The following shall include any employee whose regularly scheduled work week includes Saturday or Sunday as a day of work and who is required to work on a holiday falling on Saturday or Sunday, and whose days off are scheduled during the normal work week.
- B. Employees, whose services are required on an official holiday for the conduct of an activity essential to the City, to public safety, health, or welfare, shall, at the discretion of the Department Head:
 - (1) Be accorded a day off on the next practicable day thereafter, within a time limit of three (3) calendar months; or
 - (2) Receive pay for the hours worked on the holiday at their regular straight-time rate of pay in addition to their regular straight-time pay for the scheduled work day on which the holiday fell; or
 - (3) Police Officers' duty schedules are subject to compliance with the Union Contract, if applicable; otherwise the duty schedules are at the discretion of the Chief of Police.

10.5 Holiday During Paid Leave:

An employee who is on paid leave status on an official holiday shall receive compensation for the holiday.

10.6 Exclusions from Holiday Pay:

The following listed categories of employees specifically do not qualify to receive compensation for an official holiday as listed herein:

- A. Any employee who is absent, without the specific approval of his Department for such absence, on either his scheduled working day immediately preceding or immediately following the day on which a holiday is observed;
- B. Temporary employees;
- C. Part-time employees without regularly scheduled hours or days of work;
- D. Employees on Workers' Compensation.

10.7 Responsibilities of Department Head:

Nothing set forth herein shall be construed as relieving the Heads of the various departments, offices and activities of their responsibilities for the performance of required functions. The Department Head shall determine the employees who may or may not observe holidays.