

# City of Maricopa Personnel Policies and Procedures

## 6: Holiday and Leave

<b>Policy Title:</b> Holidays		<b>Policy / Revision No.</b>	HC2012
		<b>Date of this Revision</b>	Feb. 2016
<b>Applicable Personnel:</b>	Full-Time and Authorized Part-Time Positions	<b>Section No.</b>	6.1

### 6.1.1 Paid Holidays

- A. Full time positions (minimum 40 hours per week) and authorized part-time positions (minimum 30 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include:
1. President's Day
  2. Martin Luther King Day
  3. Thanksgiving Day
  4. Friday after Thanksgiving
  5. Christmas Day
  6. New Year's Day
  7. Independence Day
  8. Memorial Day
  9. Labor Day
  10. Veteran's Day
- B. Observation of Holidays:
1. When a holiday falls on a Sunday, it will be observed on the following Monday.
  2. When a holiday falls on a Friday or Saturday, it will be observed the previous Thursday.
- C. The floating holiday may be used at the employee's discretion but must be done so by the end of the calendar year. ~~Employees are encouraged to observe their floating holiday on a date that can be considered a personal holiday, such as a birthday or date of religious significance.~~ When the date for a floating holiday is chosen by the employee, the date is subject to the approval of a supervisor prior to date of observance.
- D. **Holidays are paid in lieu of the employee's regular work day and correspond to the employee's regular work schedule. For example, if an employee works five, eight (8) hour days, he will be paid for an eight (8) hour holiday. If an employee works four, ten (10) hour days, he will be paid for a ten (10) hour holiday.**
- E. **An employee must be in a paid, active status to be eligible for holiday pay.**

### 6.1.2 When Holidays Fall On Non-Workdays

- A. If a holiday falls on a non-workday, the City Manager will reserve the closest workday either before or after the actual holiday for its observance.
- B. Staff with non-traditional schedules whose normal day off falls on a paid holiday will be permitted to observe that holiday on another day, preferably in the same pay period, with supervisor approval.

### 6.1.1 Public Safety Communication Dispatchers

- A. **Due to the 24-7 nature of the 9-1-1 Dispatch operation, Public Safety Communication Dispatchers will receive eight (8), ten (10), or twelve (12) hours of holiday pay as determined by the dispatcher's regular work schedule.**
- B. **When a dispatcher is able to observe the holiday, s/he will receive holiday pay in lieu of using paid vacation leave.**