



Date: June 30, 2010
To: All Employees
From: Charles McClendon, City Manager
Re: Holiday Leave Policy AP-39

A handwritten signature in black ink, which appears to read "Charles P. McClendon", is written over the "From:" line of the memo.

Holiday Leave Policy

The objectives for the development of the Holiday Leave policy are:

1. Equalize the holiday leave allocation, so that each full-time regular employee receives 88 hours of holiday leave hours per fiscal year.
2. Identify the methods to maximize the number of days that City offices are open to serve citizens.
3. Ensure the adoption of a Green Friday schedule or other alternate schedules does not increase the cost of doing business to the City.
4. Implement a system to increase the flexibility for employees to utilize their holiday compensation.

Holiday Compensation

1. The annual holiday leave bank for each full-time, regular employee is 88 hours and for each part-time employee is 44 hours per fiscal year. For purposes of this policy, the holiday will be defined as the 24 hour period (12:00 AM-11:59 PM) on the designated holiday. Regular part-time employees (working 30 hours or less) hired after 9/15/2009 are not eligible for Holiday Bank.
2. Employees will be provided with a bank of 88 hours (full-time) and 44 hours (part-time) per fiscal year (July 1-June 30) to utilize for holiday compensation. The leave banks will be populated during the first payroll period in July and January. The first allocation will be in July for 50 hours (full-time) and 28 (part-time), the second in January for 38 hours (full-time) and 16 hours (part-time). New hires will receive a prorated number of hours based upon their hire date.
3. A listing of City designated holidays will be prepared for each fiscal year. This listing will be posted no later than June 1 of each year. The listing will specify any and all designated holidays for the City. See administrative policy for holiday schedule and holidays eligible for holiday differential.

4. Temporary and seasonal employees are not eligible for holiday compensation or holiday differential pay.
5. In the event an employee is on paid leave when a holiday occurs, the employee shall receive no pay in addition to holiday pay. Therefore, the employee shall not be charged with applicable paid leave time (i.e. such as vacation or sick leave).
6. If a designated holiday falls on a scheduled work day, the employee will be required to use their holiday leave to cover their scheduled work hours. If an employee is required to work that day due to business need or is not scheduled to work that day, they will be not be required to utilize their holiday leave. If an employee works a partial day, he/she may utilize holiday bank hours to cover hours not worked. Any holiday leave hours not used for designated City holidays shall be considered floating holiday leave.
7. Floating holiday leave shall be approved to be used at such a time that is mutually agreeable to the employee and the employee's supervisor. Holiday leave will not be available for use on an unplanned or call-in basis.
8. It will be the employee's responsibility to monitor their holiday leave usage.
9. Holiday leave must be used in full day increments. A full day will be considered the number of hours scheduled for the day that the leave was taken. (e.g. Employee was scheduled to work ten hours on a holiday, ten hours of holiday pay would be utilized) In the event that the employee does not have enough holiday hours in their bank to cover a full day's absence, vacation hours or compensatory time will be used to make up the difference. The same concept shall apply to all regular part-time employees. If an employee is requesting to use partial increments of holiday bank hours, supervisors must contact human resources to review and receive approval.
10. All holidays earned, but not taken prior to the last day of employment with the City, shall be forfeited.
11. Holiday hours must be used by June 30 of each year or will be forfeited. There will be no "cash out" or carryover of holiday hours.
12. HOLIDAY DIFFERENTIAL PAY: Each June, a listing will be prepared of holidays that will be paid a holiday differential. In the event that a non-exempt employee is required to work on one of the designated holidays, they will receive compensation of time and one-half for any hours worked on that day. This compensation may be in overtime or compensatory time, depending on the needs of the department. (Compensatory time guidelines have been established in Chapter 5 of the City of Avondale Policies & Procedures Policy Manual.) The additional compensation would only be for the actual day of the holiday. (Example: July 4th is on a Sunday.

Employees working on July 4th would be eligible for additional compensation; employees working on July 3rd or 5th would not be.)

13. In the event that an exempt or non-exempt employee does not have either holiday hours, compensatory hours or vacation hours to cover a designated holiday, they will be placed in a Leave without Pay (LWOP) status. This will mean that both an exempt and nonexempt employee will have the uncompensated hours deducted to cover their absence.
14. Holiday hours will NOT count toward hours worked for purposes of overtime for hourly employees.
15. Fire fighters working a 56 hour work week are not eligible for holiday pay.
16. Sworn police officers, detention officers, park rangers and police communications staff will not be participating in the Holiday Bank program. They will receive 8 hours of compensation for each of the following holidays as they occur in the calendar. The personal day will be scheduled within the fiscal year for use by the employee. Unused personal days or holidays will not be paid out at the end of the year or upon termination of employment. Personal days and holidays will not be carried over into a new fiscal year. A personal day (8 hours) will be given to the employee on July 1 of each fiscal year. New hires will receive a personal day upon their hire.

<p style="text-align: center;">Sworn Police Officers, Detention Officers, Park Rangers, Police Communications Staff</p> <p style="text-align: center;">HOLIDAY</p> <p style="text-align: center;">Independence Day</p> <p style="text-align: center;">Labor Day</p> <p style="text-align: center;">Veteran's Day</p> <p style="text-align: center;">Thanksgiving</p> <p style="text-align: center;">Day After Thanksgiving</p> <p style="text-align: center;">Christmas Day</p> <p style="text-align: center;">New Year's Day</p> <p style="text-align: center;">MLK</p> <p style="text-align: center;">President's Day</p> <p style="text-align: center;">Memorial Day</p>
<p style="text-align: center;">Personal Day to be scheduled by the employee (Personal Day should be tracked via comment in Kronos Timekeeping System by Supervisor)</p>

These holiday hours will NOT count as hours worked for the purpose of overtime compensation. Employees who are required to work on designated holidays shall be given, in addition to regular salary, Holiday Differential pay equal to one-half of their regular straight-time hourly rate for hours worked on designated holidays.

Overtime compensation: Holiday differential is paid in addition to any overtime pay due. Holiday differential pay will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments.

Example 1: Employee works 14 hours on the holiday (Wednesday*) and works three (3) other days in the week.

Time	Total	M	T	W*	Th	F	S	Su
Hours worked	46	10	11	14	11			

End Result:

Hours worked 46
 Holiday compensation at straight rate 8
 Regular Hours at straight rate 40
 Overtime at 1.5 6
 Holiday Differential at .5 14

Example 2: Employee works 14 hours on the holiday (Wednesday*) and calls in sick on Monday for the entire shift of 10 hours.

Time	Total	M	T	W*	Th	F	S	Su
Hours worked	36		11	14	11			
Sick Leave	10	10						

End Result:

Hours worked 36
 Holiday compensation at straight rate 8
 Sick leave at straight rate 10
 Regular Hours at straight rate 54
 Overtime at 1.5 0
 Holiday Differential at .5 7