

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Holidays	C-11	November 10, 2011	

Prepared By: Human Resources & Risk Services

Approved By:  Agnes M. Speight, Assistant City Manger

1.0 Purpose

The purpose of this policy is to publicize holidays observed by the City and establish a uniform procedure for authorizing and recording compensation for those holidays.

2.0 Policy

The City of Wilson compensates full-time employees for holidays observed by the City of Wilson in accordance with FLSA and City policy.

3.0 Scope

Full-time or part-time permanent employees are eligible for holidays. A holiday for full-time employees is 8 hours. Part-time employees receive holidays on a pro-rated basis. Example: A half-time employee receives 4 hours for a holiday. Temporary or intermittent are not eligible for holidays.

4.0 Procedures

The following holidays have been designated for observance. The schedule of actual dates is issued on a calendar year basis.

Holiday	Number of Days
New Year's Day	1
Martin Luther King, Jr.'s Birthday	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Veterans Day	1
Thanksgiving	2
Christmas	2 or 3
<p>Note: Employee who works a schedule that is less than 12 months shall only be eligible for the holidays that occur during the months scheduled to work.</p>	

The City of Wilson shall establish a holiday schedule that shall not exceed 11 paid holidays per year except in those years in which Christmas Day falls on a Tuesday, Wednesday, or Thursday, the schedule shall not provide for more than 12 paid holidays.

4.1 Holidays will not be counted as vacation leave. If an employee chooses to take vacation in conjunction with a City approved holiday, the day(s) officially observed will be charged as a holiday.

- 4.2** Hours paid to non-exempt employees for hours not worked in observance of a City approved holiday will be counted as hours worked for FLSA purposes. These employee will be paid (or comp time awarded) in accordance with FLSA standards at one and one times the hours or hourly rate for all hours worked in excess of 40 during a work week which includes a holiday.
- 4.3** An employee is entitled to paid holiday when they work during the holiday or are in pay status the day before and the day after the City approved holiday.