



# Holiday Policy

## Purpose

The City of Easthampton recognizes leave with pay for eligible employees on the days designated by law for holiday observation.

## Eligibility

All regular full-time employees, as well as benefit-eligible, part-time employees shall be entitled to paid holiday leave. Part-time employees must regularly work twenty (20) hours or more per week to be eligible for holiday pay on a pro-rated basis. Employees who work less than twenty (20) hours per week are not entitled to paid holidays.

Members of recognized collective bargaining units should refer to their respective bargaining agreements for a list of paid holidays. Holidays listed in the respective bargaining agreement shall prevail.

## Holidays

The following days are considered to be paid holidays:

|                             |  |
|-----------------------------|--|
| New Year's Day              | Indigenous Peoples Day                           |
| Martin Luther King Day      | Veterans Day                                     |
| President's Day             | Thanksgiving Day                                 |
| Memorial Day                | Day after Thanksgiving                           |
| Juneteenth Independence Day | 1/2 Day last scheduled workday before Christmas* |
| Independence Day            | Christmas Day                                    |
| Labor Day                   | 1/2 Day New Year's Eve if falls on a weekday**   |

\*If Christmas falls on a Tuesday, a full day off will be granted that Monday.

\*\*If December 31<sup>st</sup> falls on a Saturday or Sunday, no 1/2-day holiday will be granted for New Year's Eve.

## General

If the City declares any other day a holiday or a skeleton crew day for non-essential employees, employees not scheduled will receive a regular day's wages. Non-essential employees who are required to work on these days will be granted a corresponding amount of time off with pay.

Eligible part-time employees receive pro-rated hours to the number of hours they normally work per week. Example: An employee who works twenty (20) hours per week would receive the same number of hours of compensation for the holiday as the number of hours they would normally work on that day.

Employees who work schedules other than Monday through Friday shall be entitled to the same number of holidays as employees who do work Monday through Friday.

Holidays that fall on a Friday will act as a floating holiday for employees who are not regularly scheduled to work Fridays. Employees who work Monday through Friday will receive the Friday holiday off. Holidays that

fall on a Saturday or Sunday shall be celebrated on the following Monday. All other holidays shall be observed on the day that they occur.

All floating holidays occurring within a fiscal year for employees working other than a Monday through Friday schedule are credited on July 1<sup>st</sup> each year and must be used by June 30<sup>th</sup> each year. The City will not carry over any floating holidays to the next fiscal year, nor may they be cashed out if they are not used or may not be paid out upon termination.

- o Note: A new employee hired before the end of the first half of the fiscal year, January 1<sup>st</sup>, will receive the full number of fiscal year's floating holidays upon hire; a new employee hired during the second half of the fiscal year will receive half of the floating holiday's for the fiscal year upon hire. The religious floating holiday will be credited upon hire regardless of hire date. Floating holidays may not be used within an employee's three-month probation period.

If a holiday occurs during an employee's vacation period, the employee shall not be charged for vacation leave for that day.

Payment for a holiday shall be at an employee's regular rate of pay. Employees who are scheduled to work on a holiday shall be compensated one and a half (1.5) times their regular rate of pay for all hours worked on the holiday, in addition to their holiday compensation. Time and a half wages shall be made in an amount equal to no less than four (4) hours of work. Each time an employee is called to work on a holiday, they shall be paid no less than two (2) hours at the above rate. Holiday compensation shall not be used to calculate overtime pay.

Employees who are in "no pay" status (i.e. leave of absence, suspension, etc.) will not be eligible to receive holiday pay.

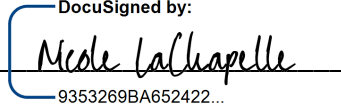
**Religious Holidays**

The City of Easthampton does not discriminate against employees because of religious beliefs. The City will make reasonable accommodations for the religious practices of employees including modifying an employee's work schedule to enable the employee to have certain days off.

The City will grant one (1) floating holiday each fiscal year to all eligible employees to promote and acknowledge the celebration of different religious holidays.

The City will not compensate employees for lost time due to religious holidays beyond their one (1) allotted floating holiday. Employees may use personal or vacation time or may take unpaid leave to observe religious holidays.

Employees who wish to observe a religious holiday shall submit a request in writing to their Department Head ten (10) days before the intended absence. If it is determined that granting the holiday will not cause the City undue hardship, approval will be granted. A copy of the request and the Department Heads' recommendation needs to be submitted to the Human Resources Director.

Mayor's Office Approval:  DocuSigned by:  
9353269BA652422...

Date: 8/8/2022

Prepared by: *Emily Russo, Director of Human Resources*