

CHAPTER 5: HOLIDAYS

5-1. Holidays

The Village will observe the holidays listed below. When a holiday falls on Saturday, the previous Friday will be observed, and if the holiday falls on Sunday, the following Monday will be observed.

New Year's Day, January 1st	Columbus Day
Martin Luther King, Jr.'s Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day, July 4th	Christmas Day
Labor Day, 1st Monday in September	

5-2. Eligibility

To be eligible to receive holiday pay, a non-exempt employee must work the entire assigned shift before the holiday and the entire assigned shift after the holiday or be on a pre-approved personal leave, pre-approved comp time, compassionate leave, or pre-assigned Court or Jury Duty. For the purposes of this section, an entire assigned shift is defined as a minimum of seven (7) hours of work, not to include unpaid meal times.

When it is necessary to maintain regular services requiring an employee to work on an official holiday, such employee shall be compensated by receiving eight (8) hours of pay for the holiday, plus pay for the number of hours actually worked. Any actual hours worked on a holiday will be added to the eight (8) hours for purposes of computing overtime. Should the employee not show up to work on the holiday as requested, the eight (8) hours of holiday pay would be forfeited, and the employee may be subject to discipline.

In the event that an official holiday is observed during an employee's pre-approved personal leave, it shall not be charged against personal leave.

Employees whose day off is on the Village's observed holiday will receive eight (8) hours of work time to be added into hours worked for the purpose of computing overtime.