

HOLIDAYS

The following holidays with pay are authorized for all full-time employees, based on one (1) regular work day per holiday.

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving - 2 days
Christmas - 3 days

When any of the aforementioned holidays fall on a Saturday or a Sunday, the day(s) observed will be at the discretion of the city manager. Holidays or unscheduled workdays that occur during an employee's vacation, sick, or other designated leave period shall not be considered as vacation, sick, or other leave.

Due to the obligation of the city to provide municipal services on a 24-hour basis, certain jobs within the city workforce are subject to work schedules that do not permit the halting of operations even for holidays otherwise observed by the city. In the case of an employee who performs a job that, as a matter of routine scheduling, does not permit the halting of operations for the above-listed holidays, the following subsections (A) and (B) are applicable to such an employee:

(A) If a holiday recognized by the city occurs when the employee does not actually work, the employee shall receive, as soon as practicable after the occurrence of the holiday, a supplemental cash payment for each day of the city-recognized holiday in lieu of receiving accrued leave time. The amount of each supplemental cash payment substituted for what would otherwise be an accrued day of holiday leave shall be a monetary sum equivalent to the employee's calculated wages for a normal/regularly scheduled work shift as of the date of the holiday in question.

(B) If an employee actually works a scheduled shift on the date(s) of a city-recognized holiday, the employee shall receive, as soon as practicable after the occurrence of the holiday, a supplemental cash payment for each day of the city-recognized holiday in lieu of receiving accrued holiday leave time. The amount of each supplemental cash payment substituted for the accrual of holiday leave time on each day of the holiday that the employee actually works a scheduled shift shall be the product of the employee's calculated wages for a normal/regularly scheduled work shift, as of the date of the holiday in question, multiplied by a factor of 1.5.

The above-stated provisions in subsections (A) and (B) are only applicable to employees assigned to work shifts that do not permit the halting of operations for holidays. All other city employees are expected to utilize holiday leave in accordance with their adopted work schedule.

Notwithstanding any other provision in this section, the city manager may suspend any previously approved holiday leave when, in the discretion of the city manager, the city is confronting events or circumstances that require the utilization of extraordinary measures and operations by city forces in order to provide the level of service expected of the city. This authority to suspend holiday leave shall not be construed as placing any employee "on-call." Unless an employee is subject to an on-call policy implemented in the regular course of business by a division or department of the city, the city manager's authority to suspend holiday leave does not require

employees to remain on the city's premises or in close proximity to city facilities. Under this provision, an employee's obligation is to have accurate contact information on file with the human resources department so that he or she can be reached when not working and advised to return to work as soon as is practicable. This authority to suspend holiday leave is inapplicable to employees who are using holiday leave as part of an approved FMLA leave or during the 7-day waiting period prescribed by the North Carolina Workers' Compensation Act.