

G. Holiday Work

1. Non-Exempt Employees

Non-exempt employees who (due to operational necessity) are required by their supervisor to work on a city recognized holiday shall receive one and one-half (1.5) times their regular rate of pay in addition to their holiday pay for each hour worked.

2. Exempt Employees

Exempt employees required by their supervisor to work on a city recognized holiday and who cannot be given a substitute day off within the same pay period as the holiday, may receive one (1) eight (8) hour day's pay at their regular rate of pay (not overtime) as additional compensation for the holiday worked.

Exempt Police commanders who (due to operational necessity) are required by their supervisor to work on a city recognized holiday and who cannot be given a substitute day off within the same pay period as the holiday may receive a stipend as established by Administrative Policy.

Exempt Fire employees on a forty-eight (48)-hour work week, who (due to operational necessity) are required by their supervisor to work on a city recognized holiday and who cannot be given a substitute eight (8) hour day off within the same pay period as the holiday, may receive one (1) eight (8) hour day's pay at their regular rate of pay (not overtime) in additional compensation for the holiday worked.

3. When Holiday Falls on Non-Workday

Non-exempt and exempt employees will be given a substitute day off with pay if operationally possible when a city recognized holiday falls on a non-work day. The substitute day shall be taken during the same pay period as the holiday. If the employee's supervisor cannot approve a substitute holiday day off during the same pay period as the holiday due to operational needs, the employee will receive one (1) eight (8) hour day's pay at his or her regular rate of pay (not overtime) in additional compensation for the holiday. Vacation leave, personal days and compensatory time shall not be utilized in the place of a substitute holiday.