



**City of Albany**  
**Administrative Policy**  
Benefits & Compensation  
Policy #: HR-BC-10-006  
Title: Holiday Pay

**Human Resources**

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**Purpose** To provide City of Albany employees time off with pay for recognized and observed holidays.

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**Policy** **City-Observed Holidays**  
The following holidays shall be recognized and observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Memorial Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving Day
Independence Day	Christmas Day

If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Employees who wish to take additional time off around a designated holiday must use vacation or other accrued leave and comply with applicable Human Resources policies and collective bargaining agreements.

**Eligible Employees**

Regular status, full-time employees shall receive eight (8) hours of pay for each of the holidays listed above, subject to their normal work schedules. Regular, part-time employees shall receive prorated pay based on their FTE for each of the holidays listed above subject to their normal work schedules. Regular employees are eligible for holiday pay from date of hire.

Nonbargaining supervisors on rotating shifts in the Police and Fire departments are covered by this policy under the Conditions of Holiday Pay section, below.

Bargaining unit employees are subject to holiday benefits or rules described in department procedures and in applicable collective bargaining agreements.

City temporary employees and temporary service workers are not entitled to receive paid holidays.

**Floating Holiday Leave**

In addition to the City-observed holidays listed above, regular, full-time Nonbargaining employees (other than those scheduled to work in a supervisory rotating shift within the Fire and Police departments) will be frontloaded floating holiday leave hours at the beginning of each calendar year, or at time of hire, according to the following table:



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Earliest Month on Active Payroll	Floating Holiday Hours to be Frontloaded
January	24 hours
February, March, April, May	16 hours
June, July, August, September	8 hours
October, November, December	0 hours

Regular, part-time employees shall receive prorated floating holiday hours based on their budgeted FTE, e.g., a 0.75 FTE position will be credited  $0.75 \times 24 \text{ hours} = 18$  hours per calendar year.

Floating holiday hours can be used as days or hours off with pay to be taken at the discretion of the employee with supervisor's prior approval. Unused floating holiday hours may not be carried over to the following calendar year and are not subject to being paid out at calendar year's end or upon termination.

#### **Veterans Day**

An employee who is a veteran, as defined in ORS 408.225, and is scheduled to work on Veterans Day, shall be provided the day off under the following circumstances:

- The employee requests the day off at least twenty-one (21) calendar days in advance;
- The employee documents his/her status as a qualifying veteran; and
- Granting the day off will not create a significant economic or operational disruption or an undue hardship for the work unit. (NOTE: Supervisors who believe granting the time off will create a significant disruption or undue hardship must contact Human Resources before responding to the employee.)


Supervisors must respond to the employee's request no later than fourteen (14) days prior to Veterans Day.

Employees must use accrued leave (other than sick leave) to cover the absence.

Employees who are denied leave may elect, with supervisor's approval, another day off to celebrate Veterans Day.

#### **Religious Observances**

The City will attempt to accommodate an employee's request to be away from work for religious holiday observances. Such time off shall be charged to vacation, compensatory time off, floating holiday, professional leave, personal leave; or, if no leave is available, as unpaid leave. However, nothing shall obligate the City to make an accommodation if to do so would result in undue hardship on the City or its employees. Scheduling or other workplace modifications for religious beliefs and practices must be requested through the Human Resources Department, in

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coordination with the employee’s supervisor, in accordance with the City’s Equal Employment Opportunity policies, HR-ER-05.

**Conditions of Holiday Pay**

Employees shall be eligible for holiday pay under the following conditions:

- A. If a holiday is observed during an employee's vacation period, the employee will not be charged vacation leave for that workday.
- B. If an employee is on paid sick leave and holiday is observed, the employee is paid for such holiday, and it shall not count against their accumulated sick leave.
- C. Nonbargaining supervisors whose normal duty assignment is that of a rotating shift supervisor within the Fire and Police departments:
  - (1) **Fire:** Shall accrue eight and one-half (8.5) hours of holiday leave per semi-monthly pay period in lieu of being eligible for City-observed holidays, floating holiday hours, or overtime compensation for such days. After approval of a leave request submitted by the employee to their supervisor, this leave may be scheduled as paid time off. Employees who accrue this leave shall not be allowed to carry more than 114 hours of this leave in their total holiday leave accrual at any one time. Leave accrued in excess of the 114-hour cap shall be forfeited. Leave granted under this provision is contingent upon the employee continuing to work 24-hour rotating shifts.
  - (2) **Police:** Shall accrue six (6.0) hours of holiday leave per semi-monthly pay period in lieu of being eligible for City-observed holidays, floating holiday hours, or overtime compensation for such days. After approval of a leave request submitted by the employee to their supervisor, this leave may be scheduled as paid time off. Employees who accrue this leave shall not be allowed to carry more than 80 hours of this leave in their total holiday leave accrual at any one time. Leave accrued in excess of the 80-hour cap shall be forfeited. Leave granted under this provision is contingent upon the employee continuing to work 12-hour rotating shifts.

Should an employee receiving holiday leave under this Section (in lieu of floating holiday hours) be reassigned to a continuing shift of less than 12 hours per day, the employee shall cease accruing holiday leave as provided for in this Section and shall become eligible for floating holiday hours. However, the remaining balance of holiday leave accrued under this Section and the floating holiday hours shall not in total exceed 80 hours. The employee shall have twelve (12) months to use the balance of the leave accrued under this Section. Leave remaining in that bank after twelve (12) months shall be paid out to the employee at the employee’s regular rate of pay that was in effect at the time the

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employee was reassigned to a shift of less than 12 hours per day.

- D. When a holiday occurs on a day on which an employee is regularly scheduled to work more than eight (8) hours (such as for an employee working a schedule of four 10-hour days), the employee may choose one of the following options:
  - (1) Receive eight (8) hours of holiday pay and charge two (2) hours against any of the employees accrued leave except sick leave;
  - (2) Receive eight (8) hours of holiday pay and charge two (2) hours to leave without pay (*this option is only available if the employee does not have sufficient accrued leave*);
  - (3) Change to a work schedule of five 8-hour days for the entire work week. To select this option, the employee must notify the supervisor at least seven (7) days in advance of the start of the work week and receive the supervisor’s approval;
  - (4) With the supervisor’s approval, receive eight (8) hours of holiday pay and work two (2) extra hours during the same FLSA work week. These extra hours will be paid at the straight time rate.
  
- E. In the event that a holiday falls on a day that an employee is not regularly scheduled to work, the employee will be given the opportunity to take another regularly scheduled day off within the current or following work week.
  
- F. Computing Overtime: For the purpose of computing overtime, paid holiday hours will be regarded as hours worked.
  
- G. Fair Labor Standards Act (FLSA) exempt employees directed or authorized to work on a holiday are entitled to defer the holiday with pay until a later date. The deferred holiday shall be taken at the mutual convenience of the employee and the City.
  
- H. Fair Labor Standards Act (FLSA) non-exempt employees directed or authorized to work on a holiday will receive one and one-half times their hourly rate for all hours worked in addition to holiday pay.
  
- I. Employees must be in paid status the workday prior and the workday following the City-observed holiday in order to receive holiday pay.
  
- J. Provisions of collective bargaining agreements prevail for bargaining unit employees.


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**Definitions** N/A

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**References** Refer to specific Collective Bargaining Agreements.

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**Review and Authorization**

Supersedes: HR-BC-10-005; 1/18/2018	Created/Amended by/date: HR 9/28/2022	Effective Date: 10/1/2022
HR Director:  <i>Signature on File</i>	City Manager:  <i>Signature on File</i>	

1. Form or worksheet revision related to this document? No  Yes   
If yes, attach a copy of the revised form or worksheet.
2. Training required? No  Yes