

# Holiday Pay

Number: F-2

Revision:

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## 1.0 POLICY

The Town of Carolina Beach grants paid time off for certain holidays for benefit-eligible employees. Since a number of Town departments operate 365 days a year, some employees will also be paid for time worked on holidays.

## 2.0 PURPOSE

The intent of this leave is to provide for paid absences from work so that whenever possible employees may observe recognized holidays with their families as well as to maintain a competitive stance in the market for recruitment and retention of employees.

## 3.0 SCOPE

This policy applies to benefit-eligible employees.

## 4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The Town will observe the same holiday schedule as the State of North Carolina, which generally includes the following 12 days:
  - New Year's Day
  - Martin Luther King's Birthday
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day (2 Days)
  - Christmas Day (3 Days)
- 5.2 When any recognized holiday falls on Saturday, Friday will be observed. When the holiday falls on Sunday, Monday will be observed as the designated holiday.
- 5.3 At the beginning of each fiscal year, Human Resources will publish a list of holidays with dates to be followed for the year.
- 5.4 In order to receive a paid holiday, an employee must be in a paid status before and after the holiday.

- 5.5 For information concerning pay for working on designated holidays, refer to **Policy on Premium Pay.**
- 5.6 Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request to use Vacation Leave from their respective department head. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the town.
- 5.7 Regular holidays which occur during vacation, sick or other leave period of any employee shall not be considered as vacation, sick or other leave.
- 5.8 Employees required to perform work on regularly scheduled holidays will be paid at their hourly rate for hours actually worked in addition to any holiday pay granted by the Town.

## **6.0 PROCEDURES**

- Full-Time benefit eligible employees will receive 8 hours of Holiday Pay. Part-Time benefit eligible employees will be paid 4 hours of Holiday Pay for each Holiday.
- Sworn Police Officers will be paid 8.40 hours of Holiday Pay for each recognized Holiday.
- The 8.4 hours for Sworn Police Officers is calculated as follows:  
42 hours per week for Sworn Officer/40 hours per week for regular employee = 1.05  
 $1.05 \times 96$  (12 Holidays per year x 8 hours for a regular full time employee) = 100.80  
100.80 hours/ 12 Holidays = 8.40 of Holiday pay for a Sworn Officer.
- Sworn Fire Fighters will be paid 10.60 hours of Holiday Pay for each recognized Holiday.
- The 10.60 hours for Sworn Fire Fighters is calculated as follows:  
53 hour per week for Fire Fighters/40 hours per week for regular employees = 1.325  
 $1.325 \times 96$ (12 Holidays per year x 8 hours for a regular full time employee)= 127.20  
127.20/ 12 Holidays = 10.60 of Holiday pay for a Sworn Fire Fighter.

## **7.0 APPENDIX, APPENDICES**

None