

	<h1>Administrative Policies & Procedures</h1>
<h2>PERSONNEL POLICIES AND PROCEDURES MANUAL</h2>	
Sponsoring Agency - Human Resources and Workforce Development	Effective Date: May 1, 1991 and with dated modifications NOV 2020.

CHAPTER 708 - LEAVE

708.2 PAID HOLIDAYS

A. Observed Holidays

- The following paid holidays shall be observed by the City of Tallahassee:

January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr. Day
20 th day in May	Emancipation Day (New 10/2020)
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	Thanksgiving
December 25	Christmas Day

The City Manager may designate additional holiday(s) or official day(s) of mourning.

- A holiday occurring on Saturday will normally be observed on the Friday preceding the holiday; a holiday occurring on Sunday will normally be observed on the following Monday.
- For Christmas and New Year's Day holidays occurring on a Tuesday or Thursday, the City will observe the Friday or Monday as an official holiday thereby providing a four-day weekend to employees.
- For the highlighted holidays, when the actual holiday falls on a Saturday or Sunday and the City observes the holiday on Friday or Monday, an employee who works on the actual holiday day (excluding employees who work in call- back status) will be provided extra compensation as follows:
 - One-hour straight time pay or one-hour straight time compensatory time for each two hours worked on the actual holiday, up to a maximum of four hours straight time pay or straight time compensatory time, at the department director's discretion.
 - This extra compensation does not count as working time.
 - This extra compensation is not provided to an employee who is on-call or who works

in a callback capacity on the actual holiday.

- d. The applicable provision of the holiday pay policy will apply to these employees for the day observed by the City as the holiday.

B. Floating Holiday (Revised 2/2016)

Employees are granted one (1) floating holiday each calendar year. The following conditions apply:

- a. The floating holiday is granted the first Saturday after the date of hire and each January 1 thereafter.
- b. The floating holiday must be used/taken within the year provided and is not eligible to be paid out.
- c. The floating holiday is not eligible for carryover.
- d. The floating holiday is eight (8) hours for full-time employees and four (4) hours for part-time employees.

C. Pay for Holidays

Those employees whose positions allow observance of the above holidays shall be given the time off with pay.

1. Regular full-time employees will receive eight hours off with pay at their straight-time base rate for each holiday observed. Regular part-time employees will receive paid time off on the observed holiday on a prorated basis based on their normal workweeks.
2. In order for an employee to receive a holiday off with pay, the employee must be in compliance with one of the following conditions:
 - a. The employee must have worked the last scheduled workday before and the first scheduled workday after the holiday, unless the employee is on an approved leave with pay, or
 - b. The employee is on approved leave without pay and the holiday must occur the day before, during, or the day after the period of leave without pay, and the leave without pay cannot exceed two consecutive work weeks.
3. An employee on suspension with or without pay where the suspension immediately precedes, follows, or encompasses a holiday, is not eligible for holiday pay.
4. If an observed holiday occurs while an employee is on authorized personal, compensatory, sick, catastrophic or administrative leave, the employee will receive pay for the holiday at his straight-time base rate and will not be charged personal, compensatory, sick, catastrophic, or administrative leave for that day.
5. Employees who are assigned to work on a day observed as a holiday must work that day to be eligible to receive pay for the holiday unless an emergency situation or

illness arises and the employee is relieved from the work assignment.

6. A holiday shall count as working time when the employee is given a scheduled workday off on the day observed for the holiday or when the employee works on the holiday. Employees will be paid for holidays in accordance with Section 704.05-B.4. or 706.05-A.4.