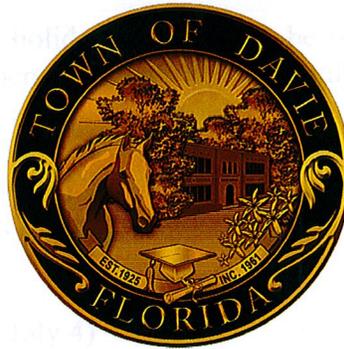


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**HOLIDAYS
SOP #23-011**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Stacy H. S. Hepson

Author

Paul J. Shank

Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

It is policy of the Town of Davie to observe certain holidays throughout the year. The holiday schedule is approved and adopted by the Town Council at the beginning of each year.

The following are official holidays which will be observed by the Town of Davie. In most cases, non essential personnel will not be required to work on the following Town holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr Day (3rd Monday in January)
- President's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving Day (Friday after Thanksgiving)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- ½ Day New Year's Eve (December 31)

1-2. SCOPE.

This operating procedure applies to all Regular Service employees of the Town of Davie regardless of probationary or other status.

1-3. PROCEDURE.

- a. All regular full-time employees shall receive eight (8) hours off with pay for each observed holiday.
 - b. All regular part-time employees will be entitled to holiday pay in proportion to the number of budgeted hours per week. For example, an employee whose "normal work hours" are 20 hours per week would receive 4 hours of holiday pay. If a holiday falls on a day where a part time employee is not scheduled to work, the director should adjust the hours during the pay period so that the total number of hours paid, including the pro-rated holiday pay, equals the total number of hours budgeted.
 - c. For this group, when a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, the following Monday will be observed as the holiday. For regular employees in regular positions on a workweek other than Monday
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through Friday, the Department Director shall designate the work day that shall be observed.

- d. Seasonal and temporary employees will not be entitled to holiday pay.
 - e. Eligibility for Holiday Pay – In order to receive pay for an observed holiday, an employee must not have been absent without pay and/or absent without approved leave either on the work day before, after, or during the holiday, unless otherwise approved by the Department Director and the Human Resources Director. An employee that calls in sick on a holiday that is a scheduled work day for that employee will be required to utilize sick leave and will not receive holiday pay.
 - f. Unless otherwise approved by the Town Administrator or Human Resources Director employees will not be eligible for holiday pay if the employee is:
 - 1. Receiving workers' compensation.
 - 2. On a suspension.
 - 3. Receiving disability pay or on an extended approved FMLA or Leave of Absence.
 - 4. Receiving income from another governmental source related to employment.
 - g. In the event that a holiday(s) falls outside the employee's work week, or the employee is required to provide an essential service, and that employee's work week is not Monday through Friday, the employee shall be compensated by receiving holiday pay.
 - h. Any employee, whether or not they work on a designated holiday shall receive his/her regular rate of pay. Any employee who works on a designated holiday shall also receive holiday pay at one and one half (1 ½) times his/her regular rate of pay for all hours worked on the holiday.
 - i. Holiday on Leave Day - Employees that are off work due to vacation leave, funeral leave, or short term military leave must use the holiday on the day it is granted; therefore, holidays occurring during such leave will be compensated as holiday time and not deducted as leave.
 - j. Birthday/Quality Service Day
 - 1. Birthday – An employee must have been employed at least one year and must have successfully completed the 12 month probationary period to receive his/her birthday off with pay. The employee shall be able to utilize their birthday on the day of their actual birthday or another day within 60 days following the employee's birthday as mutually agreed by the employee and the Department Director.
 - 2. Quality Service - An employee who has been employed at least one year, has successfully completed the 12 month probationary period, has no written disciplinary notices, has no at fault accidents, and their overall performance evaluation is "meets
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standards” or better during the previous fiscal year, shall receive a Quality Service Day. The employee shall be able to utilize the Quality Service Day on a day within the fiscal year in which the Quality Service Day is credited as mutually agreed by the employee and the Department Director.