




City of Olympia Administrative Guidelines

GUIDELINE #13	
Holidays	
EFFECTIVE DATE: January 1, 2000	PREPARED BY: Human Resources Department
REVISED: January 7, 2007	APPROVED BY:
SUPERSEDED:	 _____ Steven R. Hall City Manager

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Administrative Guideline #13 – Holidays

13 Holidays

13.1. PURPOSE: To state the City’s policy in regard to the observance of established Federal or State holidays, holiday compensation for employees, and City business closures.

13.2. REFERENCE: None.

13.3. APPLICATION: The Administrative Guideline applies to all regular full-time and part-time benefits eligible employees of the City of Olympia except where provisions are otherwise established by contract or statute (e.g., Civil Service Rules, Union Contract, Individual Employment Contract or Memorandum of Understanding.)

13.4. POLICY:

13.5. GUIDELINES:

13.5.1. RECOGNIZED HOLIDAYS: The City of Olympia will close City offices and suspend non-critical services in observance of Federal or State established holidays. Recognized City holidays are as follows:

• New Year’s Day	January 1
• Martin Luther King’s Birthday	Third Monday in January
• President’s Day	Third Monday in February
• Memorial Day	Last Monday in May
• Independence Day	July 4
• Labor Day	1 st Monday in September
• Veterans Day	November 11
• Thanksgiving Day	Fourth Thursday and Friday in November
• Christmas Day	December 25

- a. If the recognized holiday falls on a Saturday, the preceding Friday is the day City offices will close.
- b. If the recognized holiday falls on a Sunday, the following Monday is the day City offices will close.

13.5.2. FLOATING HOLIDAY: In addition to recognized holidays as stated above, each employee will be compensated for one non-cumulative 8-hour day to be used as a paid holiday at the discretion of the employee, with the following provisions:

- a. The employee is not in a probationary status. Employees who are in a probationary period due to promotion, transfer or non-disciplinary demotion are an exception to this provision.
- b. The employee has not been given notice of termination of employment for cause or as a result of disciplinary action.

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- c. The employee's absence will not adversely affect the City's operating capability and is approved by the supervisor.
- d. The employee's use of the floating holiday must be scheduled in advance of the absence.
- e. The floating holiday must be used within the calendar year of January 1 – December 31 and does not carry forward to the next calendar year.
- f. A floating holiday may be used for illness within the immediate family as defined in Administrative Guideline #14, Leave of Absence, Section 14.5.2 (b) (3)
- g. The floating holiday may be taken in increments, so long as the total hours taken do not exceed those allowed in section 13.4.3.a.

13.5.3. COMPENSATION FOR HOLIDAYS: The City will compensate employees for recognized holidays and the floating holiday, as follows:

- a. Regular status full-time employees will be compensated for eight (8) hours, unless assigned to an approved alternative work period as outlined in Administrative Guideline 10.5.4. Regular status part-time employees eligible for benefits will be compensated in proportion equal to their budgeted F.T.E. Full-time and part-time employees assigned to an alternative work period will be paid for holidays at the rate of hours scheduled to work in the alternative work day. For example:
 - 1. Full-time employees on a regular 8 hour/day schedule receive 8 hours of holiday pay.
 - 2. Full-time employees working 10 hours a day schedule on a scheduled holiday get 10 hours holiday pay.
 - 3. Full-time employees on a 9/80 schedule whose holiday falls on the 8 hour day, gets paid 8 hours holiday pay. If however the holiday is on the 9 hour day they get paid 9 hours.
 - 4. Part-time employee who work 20 hours a week (.5 FTE) gets 4 hours holiday pay.
 - 5. Part-time employees who work 30 hours a week (.75 FTE) and work three 10 hour days will get 10 hours of holiday pay if the holiday falls on a day they normally work 10 hours.
- b. Employees must be in a paid status the day prior to the holiday and the day following the holiday to receive holiday pay, including compensation for the floating holiday. Paid status includes regular pay, leave with pay, workers compensation time loss, and compensatory time.
- c. Employees will receive their regular rate of pay for each paid holiday.
- d. When a recognized holiday falls on the regularly scheduled day off of an eligible employee, the employee will be scheduled for an alternate day off.
- e. Regular status employees who are eligible for overtime compensation and are required to work on a recognized holiday will receive compensation for the holiday and for the hours worked according to the City guidelines for overtime compensation.
- f. An unused floating holiday is not compensable upon separation from employment.

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13.5.4. WORK SCHEDULES: The City reserves the right to schedule employees to work or require employees to report to work on a day that is a recognized holiday. Employees will be compensated as stated in section 13.4.3.

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