ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
	July 15, 2010	

I. PURPOSE

To state the holiday policy of the City of Tucson.

II. POLICY

A. The following are days designated by the City of Tucson as paid holidays for actively working employees and employees on paid leave status:

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Floating Holiday	Any day between January 1 and December 31 (Commissioned Public Safety Personnel Exempt)
Employee Birthday	Commissioned Public Safety Personnel Only

B. Employees actively working or on paid leave status will be given holiday pay on designated holidays for the number of hours they are regularly scheduled to work on that work day, except:

1. Permanent part-time employees, who normally work at least 40 hours per pay period, receive four hours of holiday pay.

2. Twenty-four hour duty Fire personnel are compensated with 12 hours holiday pay.

C. When authorized by the Human Resources Director, employees may forego holiday pay on one or more of the following holidays in lieu of taking unpaid furlough days: Martin Luther King, Jr. Day, President's Day, Memorial Day, and Veteran's Day.

D. When an actual holiday falls on a Sunday, it will be observed on the following Monday. When an actual holiday falls on a Saturday, it will be observed on the preceding Friday. Commissioned Public Safety personnel, see Section IV (G).

E. Staff normally scheduled to work on a Saturday or Sunday on which the holiday falls will observe the holiday on the Saturday or Sunday of the holiday.

F. When the Mayor and Council declare a special holiday, it shall be observed in the same manner as regularly scheduled holidays, as stated in this directive.

III. DEFINITIONS

A. **Holiday Pay** – hours paid at the straight time rate, when an employee is off work for the designated holiday.

B. **Compressed Work Week** – full time work schedules whereby employee works 80 hours in a pay period in less than 10 days of work. (For example, 4-10 and 9-80 schedules.)

C. **Regularly Scheduled Shift** – an employee's normal days and hours of work, including regular days off work.

D. **Exempt Employees** – employees who are not eligible for overtime because they fall into one of the following categories: Executive, Administrative, or Professional (see Overtime Policies Administrative Directive 2.01-2).

E. **Non-Exempt Employees** – employees eligible for overtime.

IV. PROCEDURES

A. Off Work to Observe the Holiday

1. Employees receive normal compensation when off work on a designated holiday, see Section II. Employees shall not flex their schedule to gain holiday pay.

2. Employees must be at work or on paid leave status on the day before and after the holiday in order to receive compensation for the holiday. Supervisors shall not approve paid leave before or after a holiday for the purpose of having the holiday time paid for an employee who is otherwise on leave without pay.

3. If possible, suspensions will be scheduled so that the employee will not lose holiday pay. If unable to schedule in this manner, the total hours of suspension will include the unpaid hours for the holiday.

4. Employees shall not use accrued leave on the holiday to gain overtime.

B. Working on the Observed Holiday

Except for the birthday or floating holiday, non-exempt employees working on the holiday receive pay for the hours they work on that day. Work during the employee's normal hours of work shall be paid at the straight time rate, or the employee may be

granted compensatory time at the straight time rate. Work outside an employee's normal hours is paid at the overtime rate (see Overtime Policies A.D. 2.01-2).

C. Non-Permanent Employees

Non-Permanent employees will not be paid if granted the day off for the holiday. If such employees work on the holiday, they will be paid at a time-and-a-half rate for the hours worked on a holiday. Non-permanent employees are not entitled to a Floating Holiday.

D. Equivalent Time Off

Employees who work on the observed holiday may be given equivalent time off during the same pay period.

Equivalent time off may be arranged by workdays only, not hourly increments.

E. Floating Holiday

Permanent employees are entitled to one (1) Floating Holiday per year to be taken during the current calendar year, January 1 through December 31. If employees do not take the Floating Holiday, the benefit of a day off work will be lost. No additional compensation will be given for an unused Floating Holiday.

Commissioned public safety employees shall be entitled to a Birthday Holiday in lieu of a Floating Holiday.

F. Employee Birthday (Commissioned Public Safety Personnel Only)

Supervisors are responsible to see that employees have the opportunity to take off work for their birthday holiday. The birthday holiday may be taken anytime during the month their birthday falls.

If an employee's birthday falls on a holiday, the employee may observe their birthday on another day in the month. Birthdays of February 29 will be observed on another day in February.

If employees do not take the birthday holiday off, the benefit of a day off work for the birthday will be lost, except:

1. Employees of the Police and Fire Departments whose birthday falls during an initial training academy may be paid at the straight time rate or receive compensatory time, instead of time off for the birthday.

Commissioned public safety employees eligible for overtime will be paid at the straight time rate or receive compensatory time for hours worked on the birthday holiday.

G. Employees Exempt from Overtime

If an exempt employee works on a holiday, or the holiday falls on their day off, the employee may be granted another day off during the same pay period of the holiday. The employee does not receive extra time pay. If a day off is not granted during the same pay period, the employee receives no holiday benefit, except as follows:

1. Members of the Police and Fire departments who are exempt from overtime, and are required to work on a holiday, may, at the option of the Police or Fire Chiefs receive compensation at the straight time rate.

2. Exempt part-time employees who work on a holiday and are not granted another day off for the holiday, will be credited four hours of holiday pay during the pay period, allowing a maximum of 80 hours for the pay period.

H. City Court Employees

City court employees will observe the City holidays listed in Section III. Although the court will be closed to the public on Lincoln's Birthday and Columbus Day (as required by State statute), City Court employees will report to work and conduct administrative business on those days.

I. Religious Holiday Observation

Departments are required to reasonably accommodate the needs of their employees for a religious holiday. Inquiries regarding reasonable accommodation for religious holidays may be directed to the City Attorneys Office. Employees granted leave for this purpose may use vacation leave, compensatory time, or leave without pay.

Appendices None

References
2.01-1 Compensation Administration – General Policies
2.01-2 Overtime Policies
2.01-7 Employee Leaves
2.01-1G Terminal Pay

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication.

Authorized

City Manager — Date 9/22/10