

INTRODUCTION

Full-time employees of the City of Taft shall be entitled to receive the following paid holidays observed by the City during the calendar year.

Holidays observed by the City shall include:

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| New Year's Day | January 1 |
| Lincoln's Birthday | February 12 |
| Washington's Birthday | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day After Thanksgiving | Day after Thanksgiving |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| New Year's Eve | December 31 |

Holidays occurring on Saturday shall be observed on the Friday immediately preceding the holiday; those occurring on Sunday shall be observed on the following Monday.

When Christmas or New Years falls on Sunday or Monday, the Eves will be celebrated on the preceding Friday. When Christmas or New Years falls on Saturday, the Eve will be celebrated on Thursday.

HOLIDAY PAY

1. Holiday pay shall be computed on the employee's base rate exclusive of all shift and weekend differential payments.
2. Employees shall schedule compensatory holiday absence on a day approved by their immediate supervisor.

3. Compensatory holiday absence shall be scheduled during the pay period in which the holiday occurs.
4. Employees receiving holiday compensatory absence shall be paid at their base rate exclusive of all shift and weekend differential payments.
5. The City may request that an employee not take compensatory holiday in extenuating circumstances. When an employee is requested to work on one of the City observed holidays and cannot schedule compensatory holiday absence, he/she shall be paid for the holiday at straight time base rate of pay, in addition to one and one-half his/her base rate of pay for all time worked.
6. When an employee other than Police Unit employees Dispatcher and Correctional Officer is requested to work on one of the City observed holidays, he/she shall be paid for the holiday at straight time base rate of pay, in addition to one and one-half his/her base rate pay for all time worked.
7. Holiday pay for Police Unit employees, Police Dispatchers and Correctional Officers shall be compensated monthly at the employee's normal hourly rate equal to one holiday (8 hours) per month. This compensation shall be in lieu of holiday pay at one and one-half his/her base rate of pay for all time worked.

PART-TIME AND TEMPORARY EMPLOYEES

1. Regular part-time employees of the City of Taft shall be entitled to those holidays observed by the City during the calendar year on a pro-rata basis.
2. Regular part-time employees required to work on a City approved holiday shall be paid in accordance with procedures outlined under Holiday Pay and shall be subject to the conditions of this policy.
3. Temporary employees of the City of Taft shall not be entitled to receive holiday