

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#34

January 2016

SUBJECT: Holidays and Pay Eligibility

PURPOSE: This policy clarifies holiday leave and pay eligibility to establish uniform practices throughout the City. It is the intent of this policy to provide for paid holidays as noted below for all full-time employees.

GENERAL: The following holidays are observed by the City and consistent with the State holiday schedule:

New Year's Day	1 st Day of January
Lee-Jackson Day	Friday Preceding the 3 rd Monday in January
Martin Luther King, Jr. Day	3 rd Monday in January
George Washington Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 th Day of July
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	11 th Day of November
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	Friday After the 4 th Thursday in November
Christmas Day	25 th Day of December

Employee Birthday	To receive this benefit, the employee must take this holiday on their birthday or within 30 days
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In addition, the City will observe any added holidays approved by the Governor of the Commonwealth of Virginia, the President of the United States, the City Manager or the City Council each year.

For pay purposes, a holiday shall equal the number of hours an employee works in their regularly scheduled work day. The intent of this definition is to provide that employees who work their regular work schedule in a week in which a City holiday occurs shall receive their regular amount of pay. With the approval of the Department Head, employees who work on a City holiday may substitute another work day of the same duration for the holiday. This substitution will be treated as a regular holiday for pay purposes. Holidays will not be counted as hours worked for overtime computation unless the holiday is actually worked.

When a holiday falls on a Saturday, it will be observed on the preceding Friday; and when a holiday falls on a Sunday, it will be observed on the following Monday.

When the employee's birthday falls on a holiday, the employee may take off the next scheduled workday.

SUBSTITUTE HOLIDAYS: If a holiday falls on any other day which is an employee's normal day off, the holiday will be observed on another working day. Substitute holidays should be taken within 30 days after the actual holiday. The Department Head and supervisor are responsible for scheduling substitute holidays.

HOLIDAY PAY: Employees who work on a full day holiday and do not receive a substitute holiday period off, will be paid their appropriate rate for all hours worked plus their normal pay for a day of work. Example: 8-hour shift employee who works 8 hours on July 4 is paid 16 hours at straight time.

In order to be eligible for holiday pay, an employee must work the last scheduled workday before and the next scheduled workday following the holiday, or be on approved paid leave. Employees absent on leave without pay, whether authorized or unauthorized, are ineligible for holiday pay.