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|  | City of Cedar Park Human Resources Policy Manual | | |
| | Holidays | | |
| | Number: E-1 | Revision: 3 | Effective Date: 10/01/2022 |

1.0 Policy

The City designates and recognizes certain paid holidays each year.

2.0 Procedure/Rule

2.1 The following are official City holidays:

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| New Year’s Day | January 1 |
| Martin Luther King, Jr. Day | Third Monday in January |
| Presidents’ Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans’ Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Friday Following Thanksgiving Day |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| Personal Day | To Be Scheduled by Employee and Supervisor |

2.2 Effective September 1, 2009, in lieu of Labor Day, fire fighters shall have a paid holiday designated as “September 11th Day.” This day may be taken on September 11th of each year if the fire fighter is not required to work to maintain minimum staffing levels or may be taken on any other

day that is mutually agreeable between the fire fighter and the Fire Department management staff.

- 2.3 A regular full-time employee scheduled to work 40 hours per week, shall earn eight hours of holiday leave time for each designated holiday to be used on the official holiday or on an alternate day if the employee is scheduled to work. The City Council may designate an additional holiday or modify the existing holiday schedule.
 - 2.3.1 For regular full-time employees scheduled to work at least 30 but less than 40 hours per week, holiday time shall be accrued at 6 hours per holiday.
 - 2.3.2 For shift firefighting personnel, holiday time shall be accrued at 12 hours per holiday.
 - 2.3.3 For regular part-time employees of at least 20 hours per week, holiday time shall be accrued at 4 hours per holiday.
 - 2.3.4 Personal Day. Accrual of holiday time for a Personal Day shall be effective October 1 of each year.
- 2.4 Use of holiday time shall not be considered as time worked for the purpose of overtime calculations. Holiday pay is computed at an individual employee's base rate of pay.
- 2.5 Holidays Falling on Saturday or Sunday. Whenever a holiday falls on a Saturday, the Friday before shall normally be the observed holiday. If the holiday falls on a Sunday, the following Monday shall normally be observed as the holiday.
- 2.6 Work During Holidays. It is not always feasible to grant holiday time to be used on the official holiday to an employee assigned a shift of an "around the clock" operation. A Department Head may direct some or all employees of the department to report for work on any holiday if necessary.
 - 2.6.1 An employee who is normally scheduled to work a holiday shall receive holiday time per section 2.3, to be used for time off, unless it is not deemed feasible by the Department Head. In that case, the employee is paid holiday pay at straight time, plus payment for the actual hours worked on that holiday.
 - 2.6.2 If an emergency necessitates that an employee be called in to work during holiday time for part or all of that day, the employee shall be compensated. The employee shall be granted either equivalent holiday time off during the same official pay period or paid for the

number of holiday hours actually worked. Time worked on a holiday shall be approved by the employee's supervisor.

- 2.6.3 **Holiday time shall be used within 12 months from the date earned, or the employee shall lose the time.** An employee may take accrued holiday time at a mutually agreeable time with the employee's supervisor. A department may implement additional guidelines for taking off holiday time to ensure adequate coverage for operations.
- 2.6.4 Flexible Schedules. When a holiday falls on a day in which an employee is scheduled to work more than the holiday hours accrued pursuant to section 2.3, the employee may either take available leave for the difference, or work additional hours on another day in the workweek. Additional work hours on another day during the workweek shall be approved by the employee's supervisor.
- 2.7 Holiday During Vacation. If a holiday falls within an employee's vacation, the employee shall be granted holiday time and not charged for a day of vacation.
- 2.8 Holiday During Sick Leave. If an employee is sick during a holiday, the time is granted as holiday leave and not charged as sick leave. If an employee is sick on the "alternate" day off due to working on a holiday, the employee shall be granted holiday time and not charged sick leave.
- 2.9 Holiday Time While on Leave Without Pay. If an employee is on leave without pay when a holiday occurs, the employee shall not be granted holiday time.
- 2.10 Forfeiture of Holiday Time and/or Pay. An employee who is absent without authorized leave either the day before or the day following an official holiday shall be denied accrual of holiday time, as well as the day of unauthorized leave. An employee who is absent without authorized leave on a holiday on which he/ she is scheduled to work forfeits all rights to holiday time for that day.