



CITY OF KINSTON

Personnel Policy

Subject: Holidays	Section: Holiday/Leave/Longevity		Review Responsibility: Director of Human Resources		
	Policy #:: 1	Effective Date: 8/01/2016	Rev. #: 2	Revision Date: 7/31/2016	Page: 1 of 3
	Supersedes: 1/01/2005	Prepared By: Gloria Blake <i>Gloria Blake</i>		Approved By: Tony Sears <i>Tony Sears</i>	

1.0 Purpose

To establish and communicate a uniform procedure for the determination of holidays to be observed, and for authorizing and recording compensation for those holidays.

2.0 Departments Affected

All full-time and part-time regular employees of the City are eligible for holiday pay. Seasonal and temporary employees are not eligible for holiday pay. Part-time regular employees are eligible for holiday pay on a pro-rated basis based on the annual budgeted hours for the position.

3.0 Policy

The City of Kinston compensation full-time and part-time regular employees for all observed holidays.

4.0 Definitions

- 4.1 Holiday Pay is compensation provided for full-time and part-time regular employees for the observance of the holidays identified in Section 5.1 and is calculated at eight (8) hours of pay at the employee's regular rate of pay.
- 4.2 Holiday Premium Pay is compensation beyond an employee's regular rate of pay to compensate the employee required to work on holidays and is calculated at thirty (30) minutes of pay at the employee's regular rate of pay for each full hour worked on a holiday.
- 4.3 Holidays — The period of time beginning at 6:00 a.m. on the day observed as the holiday and ending at 5:59 a.m. the following day. *Police Department holidays are defined as that period of time beginning at 5:30 a.m. on the day observed as the holiday and ending at 6:30 a.m. the following day, or as otherwise designated by the City Manager. *Fire Suppression holidays are defined as that period of time beginning at 8:00 a.m. on the day observed as the holiday and ending at 8 a.m. the following day, or as otherwise designated by the City Manager.

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5.0 Procedures

5.1 The City of Kinston observes the following paid holidays:

New Year's Day
 Martin Luther King Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving (2 Days)
 Veterans Day
 Christmas (2 Days)

- 5.1.1 Public Safety shift personnel (police and fire) shall observe the alternate holiday schedule posted in a prominent place(s) in their department/division no later than November 1 of the year preceding the alternate scheduled holiday.
- 5.1.2 For employees of the Public Services department whose normal work schedules fall on a city observed holiday an alternative holiday will be designated by the Department Director.
- 5.1.3. The Department Director shall post the alternate holiday schedule in a prominent place(s) in their department/division no later than November 1 of the year preceding the alternate scheduled holiday.
 - A. Employees who are unable to observe the alternate holiday as designated by the Department, because of work scheduling, shall be paid their regular rate of pay for all hours worked within two (2) weeks after the alternate holiday. The payment of the alternate holiday shall not be considered for the purpose of computing overtime.
- 5.2 Holiday pay of eight (8) hours shall be provided to eligible full-time regular employees.
 - 5.2.1 Part-time regular employees shall observe the holiday and receive pro-rated holiday pay based on the annual hours budgeted for the position.
 - 5.2.2 All eight (8) hour personnel normally scheduled to work on the day a holiday is observed and who observe the holiday shall be paid eight (8) hours of holiday pay at their regular rate of pay.

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5.2.3 Ten (10) hour and twelve (12) hour shift personnel whose duty schedule provides for the employee to be scheduled off on a day in which a holiday is to be observed shall receive eight (8) hours of holiday pay at their regular rate of pay.

A. Ten (10) hour and twelve (12) hour shift personnel whose normal duty schedule provides for the employee to work on a designated holiday and who observe the holiday and are not required to work, shall receive eight (8) hours of holiday pay. The two (2) hour differential may be addressed as follows:

a) Leave without pay; or,

b) Vacation leave

5.3 Employees required to work a designated holiday shall 1) receive compensation at their regular rate of pay for all hours worked and; 2) Holiday Premium Pay at their regular rate of 30 minutes for each full hour actually worked; and 3) eight (8) hours of Holiday Pay at their regular rate of pay.

5.4 Hours paid for Holiday Pay as provided for in Section 5.3, shall not be considered hours worked for the purposes of computing the overtime provisions of the Fair Labor Standards Act.

5.5 Employees are required to work their regularly scheduled workday immediately preceding a holiday and their regularly scheduled workday immediately following a holiday in order to be eligible to receive pay for the holiday, unless their absence was due to authorized sick, annual, or holiday leave.

6.0 APPENDIX/APPENDICES

6.1 City Observed Holiday Schedule- Distributed annually