

**Policy 303 proposed**

The village of Pinckney recognizes the following holidays:

- New Year's Day
- MLK Day
- President's Day
- Good Friday (half day)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve (half day)

All employees regularly scheduled to work 21 hours/week or more get paid for the above holidays at their regularly scheduled FTE.

Employees scheduled at 40-hours/week get holiday compensation according to their regularly scheduled shift as follows:

<b>Holiday</b>	<b>12-hour shift</b>	<b>10-hour shift</b>	<b>8-hour shift</b>
New Year's Day	12	10	8
MLK Day		10	8
President's Day		10	8
Good Friday			4
Memorial Day	12	10	8
Independence Day	12	10	8
Labor Day	12	10	8
Veterans Day		10	8
Thanksgiving	12	10	8
Day after Thanksgiving			8
Christmas Eve	12	10	8
Christmas Day	12	10	8
New Year's Eve	12	2	4

Employees scheduled for 21-39 hours/week get holiday compensation per their regular FTE, i.e. 32 hours/week = .8 FTE = 6.4 hours paid.

If a recognized holiday falls on a Saturday, the preceding Friday will be the scheduled holiday. If a recognized holiday falls on a Sunday, the succeeding Monday will be the scheduled holiday. New Year's Eve and Christmas Eve shall be exceptions if they fall on a Sunday, and when that is the case, Friday will be the scheduled holiday. *(Council Amendment, 1/9/06)*

For employees working a regular schedule of Monday-Thursday, those holidays that always fall on a Friday (i.e. the Friday after Thanksgiving and Good Friday) are not compensated holidays. For New Year's Eve, only two hours are compensated. *(Council amendment, 8/11/08)* If a recognized holiday falls on a Friday, Saturday or Sunday, the Department heads will identify the designated day off for their individual team therefore allowing the office to remain open four days each week.

If a recognized holiday falls on a scheduled "off day" the department heads will identify a designated day off for the individual or individuals that have that holiday as a regularly scheduled "off" day. The paid holiday "day" off must be taken within the same pay period.

Village Hall may be closed for holidays not included on the paid holiday list. Employees may choose to work these days for pay, but will not be compensated for holiday pay. Village Council may consider closing the office between Christmas and New Year's Day based on staffing needs. Employees may choose to work during this time for pay, but will not be compensated as holiday pay for time off during that time period.

To be eligible for holiday pay, the employee must work the first scheduled regular workday prior to and the first scheduled regular workday following the holiday. Approved vacation and personal leave shall be considered as time worked for the purpose of this section. Unpaid or unapproved personal, or unapproved vacation time, shall not be construed as time worked. Paid holidays shall be computed for all regularly scheduled hours at the hourly rate of the employee. *(Council amendment, 1/9/06)*

**Holiday Pay.** In the event the Full-time employee is required to work on any officially recognized holiday, he or she shall be compensated at the rate of two and one-half (2 1/2) times the employee's hourly rate of pay for all hours worked. Such rate is inclusive of holiday pay.

In the event the Part-time employee is required to work on any officially recognized holiday, employee shall be compensated at the rate of one and one-half (1 1/2) times the employee's hourly rate of pay for all hours worked.

**Policy 303**

**Holidays**

The Village of Pinckney will grant holiday time off with pay to **all regular full-time** employees for the holidays listed below:

<b>Holiday</b>	<b>12-hour shift</b>	<b>10-hour shift</b>	<b>8-hour shift</b>
New Year's Day	12	10	8
MLK Day		10	8
President's Day		10	8
Good Friday			4
Memorial Day	12	10	8
Independence Day	12	10	8
Labor Day	12	10	8
Veterans Day		10	8
Thanksgiving	12	10	8
Day after Thanksgiving			8
Christmas Eve	12	10	8
Christmas Day	12	10	8
New Year's Eve	12	2	4

Regular full-time employees get paid for all holidays listed. If a recognized holiday falls on a Saturday, the preceding Friday will be the scheduled holiday. If a recognized holiday falls on a Sunday, the succeeding Monday will be the scheduled holiday. New Year's Eve and Christmas Eve shall be exceptions if they fall on a Sunday, and when that is the case, Friday will be the scheduled holiday. *(Council Amendment, 1/9/06)*

For employees working a regular schedule of Monday-Thursday, 10-hour days, those holidays that always fall on a Friday (i.e. the Friday after Thanksgiving and Good Friday) are not compensated holidays. For New Year's Eve, only two hours are compensated. *(Council amendment, 8/11/08)* If a recognized holiday falls on a Friday, Saturday or Sunday, the Department heads will identify the designated day off for their individual team therefore allowing the office to remain open four days each week.

If a recognized holiday falls on a scheduled "off day" the department heads will identify a designated day off for the individual or individuals that have that holiday as a regularly scheduled "off" day. The paid holiday "day" off must be taken within the same pay period.

Village Hall will be scheduled closed on holidays that fall under the 10-hour shift category, but this is not paid time off. Employees are allowed to work these days for pay if they choose to do so. Additionally, Village Council may consider closing the office between the Christmas and New Years Day holidays based on staffing needs. This is time off without pay with the exception of the FTE benefit below.

To be eligible for holiday pay, the employee must work the first scheduled regular workday prior to and the first scheduled regular workday following the holiday. Approved vacation and personal leave shall be considered as time worked for the purpose of this section. Unpaid or

unapproved personal, or unapproved vacation time, shall not be construed as time worked. Paid holidays shall be computed for all regularly scheduled hours at the hourly rate of the employee. *(Council amendment, 1/9/06)*

#### PERMANENT PART TIME FTE HOLIDAY PAY

The Village of Pinckney will grant holiday time off, with pay, to all permanent part time employees for their individual FTE's for:

Christmas Day  
New Year's Day

**Holiday Pay.** In the event the Full-time employee is required to work on any officially recognized holiday, he or she shall be compensated at the rate of two and one-half (2 ½) times the employee's hourly rate of pay for all hours worked. Such rate is inclusive of holiday pay.

In the event the Part-time employee is required to work on any officially recognized holiday, employee shall be compensated at the rate of one and one-half (1 ½) times the employee's hourly rate of pay for all hours worked.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.