



CITY OF  
ST. AUGUSTINE

PERSONNEL  
MANUAL

6.	Benefits
6.1	Holiday Leave

I. PURPOSE

The intent of this policy is to establish holiday leave provisions for employees of the City of St. Augustine. Nothing contained herein shall be construed to alter days recognized as holidays for other City government purposes.

II. SCOPE


This policy applies to regular full-time employees actively at work during holiday periods. Part-time and temporary employees are not entitled to holiday leave. Unless otherwise provided by collective bargaining agreement, all holiday leave provisions contained herein shall apply.

III. APPLICATION

A. The City of St. Augustine shall observe the days listed below as paid holidays, but reserves the right to schedule work on these days:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

B. Holidays falling on Saturday will generally be observed on the Friday preceding the holiday. Holidays falling on Sunday will generally be observed on the Monday following the holiday.

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- C. Any employee (except a Fire Department personnel scheduled for 2912 hours per year/ 112 hours bi-weekly) who is scheduled to work on any of the above holidays and does work on that holiday will receive his/her regular rate of pay for each hour worked. In addition, the employee may either receive an additional day's holiday pay or in lieu of extra pay, may receive equal compensatory holiday leave (holiday saved) for use on another day. The option to receive holiday pay must be selected by the employee within the pay period that the holiday occurs. Otherwise, equal compensatory holiday leave will be added to the employee's vacation balance as a "holiday saved".
- D. For holiday leave qualifying purposes, an employee is defined as "actively at work" if the employee worked or was paid for sick leave, vacation leave, jury leave and/or military leave, either three (3) full days in the calendar week of the holiday or three (3) full days in the calendar week immediately preceding or following the holiday.
- E. Employees must work their scheduled day before and their scheduled day after the holiday in order to be paid for the holiday unless on approved vacation leave, jury duty or paid military leave. Exceptions may be made where an employee is absent on either of these days, at the discretion of management, based on the employee's attendance record and past use of sick leave before or after a holiday.
- F. Holiday leave will not apply during any absence covered by Worker's Compensation weekly benefits and/ or City Worker's Compensation Supplement Policy 6.9.
- G. Holiday pay will not be paid to an employee using donated sick leave or vacation leave, unless "actively at work" as described above.

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