



Policy:
Adopted: M2007-0143
Effective: October 1, 2007
Revised: June 16, 2020; July 13, 2021

Purpose	The City of Northfield will provide holiday pay to enable the employee to rest and relax and celebrate with their families and or friends.																											
Policy	<p>The City of Northfield recognizes eleven (11), eight-hour days and one (1), four-hour day as paid holidays, which are pro-rated for employees that are eligible, but work less than 40 hours per week</p> <p>Any personnel action/ position status change (i.e. full time eligible to part time not eligible or part time not eligible to full time eligible) which takes place during the employee’s tenure shall result in an employee receiving holiday leave in accordance with this policy.</p> <p>Employees are paid holiday pay while in a paid status, excluding those on long term disability.</p> <p>The Department Director/Manager shall be responsible for scheduling the employee’s personal day to allow for adequate staffing to meet the departmental workload. This scheduling must not require overtime and or delay deadlines.</p>																											
Scheduled Holidays	<table><tr><th>HOLIDAY</th><th>DATE OBSERVED</th></tr><tr><td>New Year’s Day</td><td>January 1st</td></tr><tr><td>Martin Luther King, Jr-Birthday</td><td>Third Monday in January</td></tr><tr><td>President’s Day</td><td>Third Monday in February</td></tr><tr><td>Memorial Day</td><td>Last Monday in May</td></tr><tr><td>Independence Day</td><td>July 4th</td></tr><tr><td>Labor Day</td><td>First Monday in September</td></tr><tr><td>Veteran’s Day</td><td>November 11th</td></tr><tr><td>Thanksgiving Day</td><td>Fourth Thursday in November</td></tr><tr><td>Day after Thanksgiving Day</td><td>Fourth Friday in November</td></tr><tr><td>Christmas Eve (4 hours)</td><td>December 24th</td></tr><tr><td>Christmas Day</td><td>December 25th</td></tr><tr><td>Personal Day</td><td>Employee's Discretion</td></tr></table>	HOLIDAY	DATE OBSERVED	New Year’s Day	January 1 st	Martin Luther King, Jr-Birthday	Third Monday in January	President’s Day	Third Monday in February	Memorial Day	Last Monday in May	Independence Day	July 4 th	Labor Day	First Monday in September	Veteran’s Day	November 11 th	Thanksgiving Day	Fourth Thursday in November	Day after Thanksgiving Day	Fourth Friday in November	Christmas Eve (4 hours)	December 24 th	Christmas Day	December 25 th	Personal Day	Employee's Discretion	
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Benefit for employees hired prior to January 1, 2007	Employees hired prior to January 1, 2007 and working more than 1,248 hours annually (average of 24 hours per week) (January 1 st – December 31 st) are eligible for this benefit.																											
Benefit for employees hired after January 1, 2007.	Employees hired after January 1, 2007 and working more than 1,664 hours annually (average of 32 hours per week)(January 1 st – December 31 st) are eligible for this benefit.																											



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Floating Holidays

The nature of some division/departments is that they must remain open when other division/departments are closed due to a holiday. As an accommodation the City allows for a different day or “floating holiday”.

- The floating holidays are determined by the division/departments business/customer service necessity.
- The floating holiday hours are posted on the first full pay period in January each year.
- Floating holiday hours can be used on or following the actual holiday.
- ~~Floating holiday hours must be used prior to the last pay period of the year.~~
- An employee that terminates prior to a given holiday is not compensated for the floating holiday (s).
- An employee that terminates after a given holiday is compensated for the floating holiday.

Floating Holidays – Library

On holidays when the Library is not closed, floating holiday hours for such holidays will be credited to holiday-eligible employees on the first paycheck of the new year.

Floating Holidays – Liquor

On holidays when the Liquor Store is not closed, floating holiday hours for such holidays will be credited to holiday-eligible employees on the first paycheck of the new year. If an eligible employee works these holidays at the Liquor Store, the employee will be paid at the rate of one and half-hours for each hour worked and the length of floating holiday hours posted will be reduced for each such hours worked.

Saturday or Sunday

Unless the division/department is a six or seven day a week operation, when a holiday falls on a Saturday, the previous Friday is designated as the holiday; when on a Sunday, the following Monday is designated as the holiday.

If the division/department hours of operation include a Saturday, holidays that fall on a Saturday are observed on the Saturday.

If the division/department hours of operation include a Sunday, holidays that fall on a Sunday are observed on the Sunday.

Eligible

In order to be eligible for paid holidays, employees must work their regularly scheduled day before and day after such holiday, unless:

- The employee’s regular part-time schedule does not include the day before and/or the day after the holiday, or
- The employee is on vacation leave or
- The employee can furnish a doctor’s excuse for a sick leave absence.

Family Medical Leave

Employees on FMLA will receive holiday pay if they are utilizing vacation, sick or comp time for their leave. If an employee is on unpaid FMLA leave, the employee will not receive holiday pay.



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Holiday Work Pay – Liquor Store Regular Liquor Store employees not eligible for holidays will be paid for hours worked at the rate of one and half-hours for each hour worked.

Employees Scheduled to Work on a Holiday The City of Northfield reserves the right to schedule employees to work on an observed holiday, as it deems necessary. Work on an observed holiday will be paid at overtime rate as if the day was a regularly scheduled day and the employee will also receive their holiday pay. Should the combination of hours worked and holiday hours exceed forty hours for the week, the hours exceeding forty will be paid overtime.

Long-term Disability Employees on long-term disability will not receive holiday benefits. See Section 7.10

Workers' Compensation Employees on leave while receiving worker's compensation payments will not receive holiday pay unless they are using vacation, sick, and comp time to receive full pay and signing over the worker's compensation check to the City. See Section 9.30