



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

Holidays

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

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

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.

Employees are paid holiday pay while in a paid status, excluding those on long term disability.

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.

Scheduled Holidays

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

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 1st – December 31st) 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 1st – December 31st) 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.
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- 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