



HR – Holidays

City of Crystal Lake Administrative Directive

PURPOSE:

The City shall grant all full-time City employees and regular, part-time employees working at least 20 hours per week, ten and one-half (10 ½) paid holidays. (This does not apply to seasonal employees, crossing guards and paid on premise firefighter paramedics).** Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

The holidays are as follows:

| <u>HOLIDAY</u> | <u>OBSERVED</u> |
|-------------------------|-----------------------------|
| New Year's Day | |
| Presidents' Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | |
| Labor Day | First Monday in September |
| Veteran's Day | |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Fourth Friday in November |
| Christmas Eve | |
| Christmas Day | |
| Four (4) hours floating | |

The City Manager may, in selected years, change the date of observance of some holidays.

Holidays and holiday pay shall be organized according to the following guidelines:

- Eight hours of straight time are paid to all full-time employees. Regular, part-time employees shall be paid for the holiday only when the holiday falls on their regularly scheduled workday.
- When a holiday falls on a Saturday, it will be observed on the preceding Friday.
- When a holiday falls on Sunday, it will be observed on the following Monday.
- An employee on paid leave shall receive holiday pay for any holiday that falls during the leave period, provided the day immediately before and after the holiday are paid leave and/or paid work days.
- If an employee does not work the day before and/or after a holiday, the employee shall not receive pay for the holiday unless the Department Director grants prior approval or until proof of excusable absence is established to the satisfaction of the Department Director and Director of Human Resources.

- Employees will be allowed time off from work to observe recognized religious holidays not observed by City policy. The employee shall use accrued vacation, compensatory time, or personal business for this purpose. If the employee does not have accrued vacation, compensatory time or personal business, the employee may use unpaid leave, provided advance approval is received from the Department Director. Any reasonable request will not be arbitrarily denied.
- If an employee must work on a holiday, the holiday time off cannot be used on another day.

**For our part-time Paid on Premise Firefighter/Paramedics who may be called upon to provide valuable public safety services on holidays, the following will apply: for hours worked during the City of Crystal Lake Lakeside Festival, they will be granted compensation at the rate of 1.5 times the hourly rate. This time and a half compensation shall also be granted to employees in these positions only for actual hours worked on the following holidays:

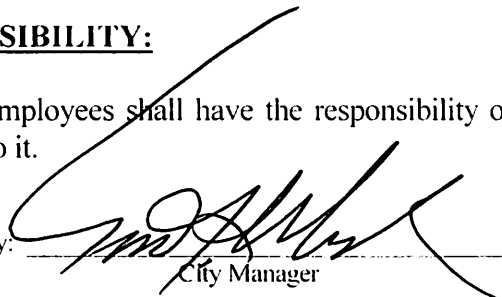
New Year's Eve, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

These part-time employees must receive approval to work at the special events or on these holidays prior to the event or the holiday. These employees shall note the special pay on his/her timesheet and submit it appropriately for processing. Please note that if at any time, if deemed necessary, the City may change or cease this practice.

RESPONSIBILITY:

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: _____



City Manager

Original Effective Date: 11/17/2006

Revised: September 2012

Next Review: September 2014