



SUBJECT: Holidays	EFFECTIVE: January 2008 REVIEWED: December 2018, July 2019 REVISED: May 2023
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.25	CROSS REFERENCE: Collective Bargaining Agreements

Purpose

To outline the holiday benefit provided to employees.

Definitions

Floating Holiday: hours of extra paid leave, to be scheduled in the same manner as vacation with advanced supervisor approval. Floating holiday hours must be used or forfeited by the end of the last payroll period in the fiscal year (June 23).

Holiday: The twenty-four (24) hour period between 12:01 a.m. (0001 hours) and 12 midnight of the day on which a holiday is observed and the city or department is closed for business.

Non-exempt employees: Employees eligible for overtime pay under the Fair Labor Standards Act.

Non-represented employees: City of Milwaukie employees not represented by a labor union.

Scope

All employees in regular status positions budgeted at 0.5 FTE or more.

Holidays for employees in classifications represented by AFSCME and MPEA are established in the appropriate collective bargaining agreement; contract language supersedes this policy.

Policy

The following are considered paid holidays for city employees:

- New Year’s Day
- Presidents’ Day
- Juneteenth
- Labor Day
- Thanksgiving Day
- Christmas Eve Day (when Christmas Days falls on a Tuesday-Friday)
- Floating Holiday (12 hours)
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Veterans’ Day
- Friday after Thanksgiving
- Christmas Day

For specific dates of holidays each year, refer to HR’s intranet page.

Guidelines for Use

Compensation:

To be compensated for a holiday, employees must be in a paid status the last scheduled workday before and the first scheduled workday after the holiday.

Non-represented, non-exempt employees who perform work on a holiday will be paid for the holiday and the hours worked. If hours worked exceeds forty (40) hours of work for the week the employee will earn overtime compensation at the regular rate for the time worked in addition to holiday compensation. This does not apply to the floating holiday.

Holidays falling on Saturday or Sunday:

When a holiday falls on Saturday, the city will observe the preceding Friday as the holiday. When a holiday falls on Sunday, the city will observe the following Monday as the holiday. For employees working in seven-day weekly operations, the holiday will be observed on the actual day.

Holidays falling on an authorized leave:

Eligible employees using accrued leave when a holiday occurs will receive holiday pay for that day rather than having their other leave accruals reduced.

Responsibilities

Employees:

- Report hours worked.

Managers:

- Verify hours of work reported by staff.