



CITY OF GRANTS  
PERSONNEL HANDBOOK  
**REVISION – 12/06/2022**

**517. HOLIDAY PAY PROCEDURE**

1. If a paid holiday occurs while an employee is on annual leave, the employee's supervisor will account for that day as a holiday on the employee's time sheet. Annual leave may be combined with a holiday to the advantage of an employee, so long as prior approval by the supervisor is given.
2. If a holiday occurs on a day when an employee is not at work due to illness, that day should not be deducted from the employee's sick leave accrual, but will be charged as a holiday.
3. If an employee is sick the day before or the day after a paid holiday, a physician's written release to return to work may be required. An illness which occurs the day before or the day after a paid holiday may be investigated.
4. When a non-exempt employee works on a holiday, the employee shall be compensated at a holiday pay rate for all hours worked on the **actual** holiday. All time worked on actual holidays will be paid at one and one half (1 ½) times the normal hourly rate, in addition to the holiday leave pay if applicable.

*For example:* if Christmas Day is Sunday and the City observes the holiday on Monday, the employee who is scheduled to work on Sunday, the ACTUAL holiday, will receive the holiday pay rate of one and half (1 ½) times the normal hourly rate. The employee who works on Monday, the observed holiday, will receive the eight (8) (or twelve (12) for (Police and Fire)) hours of holiday leave pay and regular pay for the time they work on the observed holiday.

In cases where an employee works both the actual holiday and the City observed holiday, only the actual holiday will be considered a holiday for the purposes of using the holiday pay rate.

5. Employees must be on paid regular status or available pre-approved PTO leave status before and after the holiday to be eligible for holiday pay.

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