

**Days designated as City-observed holidays for full-time employees,
Excluding Police and Fire:**

As stated in the Personnel Manual **Policy 20-9:**

- (1) Martin Luther King Jr. Day
- (2) Memorial Day
- (3) Independence Day
- (4) Labor Day
- (5) Thanksgiving Day
- (6) The Day after Thanksgiving Day
- (7) Christmas Eve (**when Christmas falls on a normal Tuesday - Friday workday**)
- (8) Christmas Day
- (9) New Year's Eve (**1/2 day when New Year's Day falls on a Tuesday - Friday, City will close at noon**)
- (10) New Year's Day
 - If the **observed holiday falls on a Saturday**, the **holiday will be observed on the preceding Friday**.
 - If the **observed holiday falls on a Sunday**, the **holiday will be observed on the following Monday**.
 - Employees (**non-Police/non-Fire**) that **MUST** work on the holiday shall be considered as working overtime (**must have management approval**) and shall be paid at the overtime rate or given compensatory time off at the overtime rate. They shall additionally receive pay for the holiday at the straight time rate. The net effect will be paid holiday, plus pay for overtime worked at the rate of time and one-half.

