

POLICY # N4-2.1

**HOLIDAYS
NON-UNION EMPLOYEES**

All permanent non-union town employees shall receive pay for the following 12 holidays:

New Year's Day
Martin Luther King Day
President's Day
Patriots' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. When one of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a regularly scheduled day off, or when a regular town employee is scheduled to work on a holiday, an additional day off with pay shall be granted or he/she shall receive straight time pay for the hours actually worked in addition to regular pay.

Personnel Board Approved: April 8, 2008