

## **POLICY # N4-2.1**

### **HOLIDAY LEAVE NON-UNION EMPLOYEES**

It is the policy of the Town of Wayland to provide benefits-eligible, non-union regular employees with paid holiday leave for the following 12 holidays:

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

#### **Holiday Pay**

To qualify for holiday pay, eligible non-union regular employees must be in full-pay status the scheduled workday immediately preceding and immediately following the holiday. This qualifier does not apply to employees absent on approved workers' compensation.

If a holiday falls on a regularly scheduled workday within an approved annual leave period, annual leave shall not be charged for the holiday.

If a holiday is celebrated on an employee's regularly scheduled day-off, the employee shall receive a day-off with pay for the average daily hours worked based on the regular hours worked per week.

When a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

When a holiday is celebrated on Monday, full-time non-union regular employees will work the 9½ hour Monday schedule on Tuesday and receive 7 hours holiday pay on Monday. When a holiday is celebrated on a Friday, employees will work their 4½ hour Friday schedule on Thursday and receive 7 hours holiday pay on Friday.

#### **Working on a Holiday**

When required to work on a holiday, non-exempt employees shall be paid for the number of hours worked and receive an additional day off with pay or receive straight time pay for the hours worked in addition to their regular pay. Exempt employees shall not receive any additional compensation for working the holiday.

#### **Part-time Employees**

Regular part-time non-union employees who work a minimum of 20 hours per week will receive holiday pay if the holiday is celebrated on their regularly scheduled workday. Such holiday pay will be in proportion to the amount of their regularly workday.