



**POLICIES AND PROCEDURES MANUAL**

SUBJECT Holidays	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1412	PAGES 1-3	EFFECTIVE DATE 1/1/82	REVISION DATE Common Council Adoption

1.0 PURPOSE

To describe the policies and procedures of the City of West Allis in regard to paid holidays for City employees.

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments and employees as specified herein.

3.0 POLICY

It is the policy of the City of West Allis to follow a uniform set of procedures in regard to paid holidays.

4.0 REFERENCES

City of West Allis Revised Municipal Code Sections 2.76 (16), 4.10 and 5.126  
 City of West Allis Policies & Procedures Manual, Policy No. 1424 – Overtime, Compensatory Time, and Premium Pay

5.0 PROCEDURES

5.1 Qualifying Employees and Eligibility

An employee holding a budgeted position of 0.5 FTE (full time equivalent) or greater shall be eligible for paid holidays upon date of hire. Holiday pay shall be prorated based on budgeted FTE.

5.2 Holiday Schedule

5.2.1 Scheduled Holidays

- |                           |                            |
|---------------------------|----------------------------|
| New Year's Day            | Thanksgiving Day           |
| Martin Luther King Jr Day | Day after Thanksgiving Day |
| Memorial Day              | Christmas Eve              |
| Independence Day          | Christmas Day              |
| Labor Day                 |                            |

3 Random Holidays (earned 1/12 per month per Section 5.3.4 below)

## 5.2.2 Scheduled Holidays Non-Represented - Protective Service Employees

Non-represented protective service personnel\* working a 5-2 schedule (i.e. Monday – Friday), shall receive pay as outlined in Policy 1424.

\*Police Department Classifications: Lieutenant, Captain, Deputy Chief, Chief

\*Fire Department Classifications: Battalion Chief, Assistant Chief, Deputy Chief, Chief

## 5.2.3 Scheduled Holidays - Public Safety Communication Center Employees

In lieu of scheduled holidays, Communication Center Employees shall choose either Option 1 or Option 2. New employees and existing employees will be prorated based on time worked during the calendar year.

Option 1: A Communication Center Employee may elect to receive holiday pay at straight time (1X) for holidays earned\* per calendar year payable on or about December 1 of each year. Election of such option must be submitted in writing by December 15<sup>th</sup> of the preceding year. This decision is irrevocable for said year.

Option 2: A Communication Center Employee may elect to receive holiday paid time off at straight time (1X) for holidays earned\* during the calendar year, subject to Section 5.3.4. Election of such option must be submitted in writing by December 15<sup>th</sup> of the preceding year. This decision is irrevocable for said year.

\*13 holidays (104 hours) for those on the legacy plan and 10 holidays (80 hours) for those with the total benefit package.

## 5.3 General Policies

5.3.1 The Holidays enumerated in 5.2 shall be observed on the day established by State/Federal Statutes unless it conflicts with the operation of the Department. Each City facility (e.g. City Hall, Fire Department, Health Department/Senior Center, Library, Municipal Court, Police Department and Public Works) shall be responsible for posting their holiday schedule by December 1 for the following year.

5.3.2 When enumerated holidays fall on a Saturday or Sunday. In the event any of the holidays enumerated herein shall fall on a Saturday or Sunday, the following provisions shall apply:

- a. Any holiday which falls on a Saturday, or if December 24 falls on a Sunday, shall entitle employees not scheduled to work on said day to time off on a day selected and approved pursuant to section 5.3.4 herein.
- b. Any other holiday which falls on a Sunday shall entitle employees not scheduled to work on said day to receive time off on the Monday following.

5.3.3 Employees who work a schedule other than year round (such as a “school term” position), shall be eligible for those scheduled holidays which fall within their active employment work schedule.

### 5.3.4 Random Holidays

- a. Employees who are part of the Total Benefit Package do not receive random holidays, as this time is included in monthly time off allocation.
- b. Employees shall be credited their random holidays, per section 5.2, on January 1 of every calendar year with the understanding that any random holiday time taken before it has been fully earned, shall be considered time owed the City.
- b. Random holidays shall be accrued at 1/12 per month. An employee appointed on or before the 15<sup>th</sup> day of any month shall accrue random holiday time for the month. An

employee appointed after the 15<sup>th</sup> day of any month shall not accrue random holiday time until the next month.

- c. Random holiday time accrual is based on budgeted FTE (not on actual hours worked); those employees holding a budgeted position of less than full-time shall have their random holiday time prorated accordingly.
- d. Department Heads, being guided by the practical considerations involved in the efficient operation of the Department and giving due consideration to the convenience of the employees, shall determine when random holiday time shall be taken.
- e. Any employee who leaves the service of the City due to resignation, retirement, layoff or death, or who takes military leave, will be paid for earned random holiday time. In case of the death of an employee, the accrued random holiday time of such employee shall be paid pursuant to Section 109.03(3), Wisconsin Statutes. Any employee who leaves the service of the City for any of the reasons set forth above, and who owes the City for compensation, shall have the compensation for the random holiday time owed the City, deducted from the final pay. Employees involuntarily terminated shall not be entitled to pay for unused accumulated random holiday time.
- f. In the event an employee is required to work during their assigned random holiday time, the employee and Department Head will determine whether such hours worked will be credited at double time (thus foregoing random holiday time) or credited at straight time with the ability of the employee to take the lost random holiday time at a later date, dependent upon the needs of the Department.
- g. An employee's time spent beyond 30 calendar days on leave without pay or on layoff, and beyond 90 calendar days on leave with pay, shall not qualify as service time for random holiday accrual purposes. An employee who stops accruing random holiday time in accordance with this paragraph shall begin to accrue random holiday time when he/she has returned to work for a period of 30 or more consecutive calendar days ("30-day period"). Paid time off, except sick leave, (e.g. vacation, random holiday, comp time, funeral leave, holiday) or approved Voluntary Time Off, may be taken during the 30-day return period without causing this period to start all over again. However, any paid time off granted during this 30-day period will not count towards the 30 consecutive days, it will extend it.