

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: DESIGNATED HOLIDAYS	Policy No. AP-10.1
Policy Owner: Gina Monger, Human Resources Director		
Approved By: Andrew Ching, Town Manager		
Authorized By: <i>Chapter 10 : Holidays and Leave Benefits, Town Employee Handbook</i>	Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by Subsection *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. ELIGIBILITY

- 2.1. Unless specified otherwise in this policy, employees are eligible for paid leave benefits based on their employment status and scheduled hours of work per week.
- 2.2. **Tier 1:** Employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.
- 2.3. **Tier 2:** Employees scheduled to work 30 hours, but less than 40 hours per week.
- 2.4. **Tier 3:** Employees scheduled to work 20 hours, but less than 30 hours per week.
- 2.5. Temporary employees are not eligible for benefits provided in this policy except as required by statute.

3. DESIGNATED HOLIDAYS

3.1. Holidays observed by the Town are:

Holiday	Day Celebrated	Holiday	Day Celebrated
New Year's Day	January 1 st	Labor Day	First Monday in September
Martin Luther King Jr/ Civil Rights Day	Third Monday in January	Veterans' Day	November 11 th
Lincoln/Washington President's Day	Third Monday in February	Thanksgiving Day	Fourth Thursday in November
Memorial Day	Last Monday in May	Day after Thanksgiving	Fourth Friday in November
Independence Day	July 4 th	Christmas Day	December 25

3.2. SPECIAL DESIGNATED HOLIDAY

The Town also honors former Town Clerk Mary Ann Brines in recognition of her years of outstanding public service. As provided for in Town Resolution 1230, the Town Manager is authorized to grant one special paid holiday to all eligible employees each calendar year.

3.3. When a holiday date falls on a Saturday, the preceding Friday will be observed as a holiday. When a holiday date falls on a Sunday, the following Monday will be observed as a holiday. Some designated employees may be required to work on holidays.

3.4. Employees are compensated for each designated holiday, regardless of the type of work schedule, as follows:

Employee Group	Holiday Hours
Tier 1	Equivalent to the hours based on regular schedule for the day of the designated/holiday.
Tier 2	6 hours
Tier 3	4 hours

3.5. Unworked Holidays

3.5.1. Employees who do not work on the holiday will:

3.5.1.1. Be compensated for their holiday hours at their base rate of pay in the pay period the holiday occurs; or,

3.5.1.2. Bank holiday hours at a 1:1 ratio for use as paid time off after the holiday in which the hours were accrued.

3.6. Holidays Worked

3.6.1. Employees, except as otherwise noted below, who work on a paid holiday will receive overtime pay for actual time worked in addition to the holiday pay.

3.6.2. Hours worked by Police Officers, Police Corporals, Police Sergeants, Police Lead/Dispatchers, and Detectives on a paid holiday will count towards hours worked in the workweek for overtime purposes, and:

3.6.2.1. Will be paid at their overtime rate; or

3.6.2.2. Banked at 1.5 times the number of hours worked and do not count in eligible hours per workweek for overtime purposes.

3.7. Maximum Holiday Bank Hours

3.7.1. Eligible employees may carryover a maximum of 16 holiday bank hours each calendar year.

3.7.2. Holiday banked hours in excess of 16 hours will be paid out to the employee on the payday that includes January 1st.

3.8. Employment Separation

3.8.1. Upon separation from employment for any reason, employees will be paid for all accrued and unused hours holiday bank hours at their current base rate of pay.

3.8.2. If separation from employment is due to the death of the employee, all accrued holiday leave bank hours will be paid to the surviving spouse, or, if there is no surviving spouse, to the surviving children, closest living relative, or other person as legally directed by the employee in a will or as required under state law. The payment will be based on the hourly rate of pay last earned by the employee and on the number of holiday hours accrued at the time of death.