

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION 8**  
**LEAVE**

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**Section 8.6      HOLIDAYS**

**Effective Date:** 08/06/08

**Approved By:** Ordinance No. 08-08-72

**Revision Date:** 09/1/09

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**8.6.1      STATEMENT OF PURPOSE:**

The purpose of this policy is to identify the rules and procedures regarding employee compensation for official holidays of the City. All regular full- and part-time employees (normally scheduled to work at least 30 hours per week) are immediately eligible for paid time off for an official City holiday. Time off for holidays will be paid at the eligible employee's regular hourly rate of pay and will not be considered time worked for purposes of calculating overtime pay or compensatory time accrual.

**8.6.2      ELIGIBILITY FOR BENEFIT:**

Paid time off for each holiday will be paid according to the following schedule:

- Regular full-time employees: 8 hours
- Regular part-time employees (30+ hrs): 4 hours (minimum)
- Firefighters: 12 hours. For the purpose of this policy, Firefighters (as defined by Local Government Code 142.0015) include members of a fire department, excluding the Chief or Assistant Chief, who provide medical services and "who are required or permitted to work more than the number of hours that bears the same ratio to 212 hours as the number of days in the work period bears to 28 days." This does not include clerks, investigators, fire marshal, fire alarm dispatcher, and maintenance worker.
- Police Department employees: 8 hours or the number of hours otherwise scheduled to work on the holiday
- Other part-time, seasonal, fixed-term (contract) and temporary employees are not eligible for paid time off for a holiday, but will be paid for any time actually worked on the holiday plus an equivalent amount of holiday pay at the regular rate of pay.

**8.6.3      OFFICIAL HOLIDAYS:**

The following holidays are official City holidays for all eligible employees, except Firefighters as defined in Section 8.6.2. Human Resources will post a list of dates for recognized holidays before the beginning of each calendar year.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Thursday
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

The following holidays are official City holidays for all eligible Firefighters as defined in Section 8.6.2. Human Resources will post a list of dates for recognized holidays before the beginning of each calendar year.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- September 11<sup>th</sup>
- Thanksgiving Thursday
- Christmas Eve
- Christmas Day

Generally, holidays occurring on Saturday will be observed on the preceding Friday, and holidays occurring on Sunday will be observed on the following Monday. Exceptions to the dates that holidays are observed are at the discretion of the City Manager and will be so noted on the list of holiday dates provided annually by Human Resources.

#### 8.6.4 **ACCRUAL:**

- A. Working on a Holiday:** Full-time non-exempt employees (other than Police and Fire) who must work on an official holiday will be paid eight (8) holiday hours, in addition to hours actually worked, at the regular rate of pay.

All part-time and seasonal employees who work on a holiday will be paid for time actually worked, plus an equivalent number of holiday hours, not to exceed eight (8), at the regular rate of pay.

Police and Fire Department employees working on a holiday will be allowed to "bank" or accrue the holiday hours for use on an alternate day, as scheduled by the supervisor and subject to the limitations indicated below.

Exempt employees who work on an official holiday will also be allowed to accrue holiday hours for use on an alternate day, with the approval of the supervisor and subject to the limitations indicated below.

- B. Timing and Limits of Accrual:** Police, Fire and exempt employees shall not accrue holiday time until the date that the holiday actually occurs.

Police and Firefighters shall accrue holiday hours such that all hours accrued after September 1 of a calendar year must be used or cashed out by August 31 of the following calendar year.

Exempt employees shall accrue holiday hours on a fiscal year basis, such that all hours not used by the end of the fiscal year (September 30) shall be converted into

vacation hours and applied to the employee's current vacation accrual, subject to the limitations indicated in the vacation leave policy.

**8.6.5 USE/PAYOUT:**

- A. **Termination of Employment:** Terminating employees are not allowed to use a holiday as their final day of employment. However, terminating employees will be paid for any holiday hours accrued prior to the last day of employment.
- B. **Absence Before or After a Designated Holiday:** To receive holiday pay, an otherwise eligible non-exempt employee must be at work or on an authorized leave of absence on the scheduled work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the City reserves the right to verify the reason for the absence before approving holiday pay.
- C. **Leave of Absence:** An employee on an approved leave status, including workers' compensation leave, will be paid holiday pay in lieu of any leave status pay they would ordinarily receive at the time of the holiday. Receipt of holiday pay while on a paid leave of absence qualified under the Family and Medical Leave Act (FMLA) does not extend an employee's FMLA leave entitlement.
- D. **Religious or Other National Holidays:** Employees may request to take other religious and national holidays but any such request is subject to the approval of the supervisor. If approved, the employee must use appropriate leave balances (i.e. holiday accruals, vacation leave, etc.) Sick leave is not authorized for use for religious or other national holidays.
- E. **Leave Substitution:** Holiday hours accrued may not be substituted for sick leave until all accrued sick leave has been exhausted.
- F. **Policy Amendment:** The City of Frisco reserves the right to change, modify, amend, revoke or rescind all or part of this policy in the future.