




PAID HOLIDAY BENEFIT

POLICY NUMBER: 15-	EFFECTIVE DATE: January 2023
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: 	DATE: 12-10-23

POLICY

The City of Newport will grant paid holiday time off to all benefits-eligible (working 20 or more hours per week) employees.

If a holiday falls on a Saturday, it will be observed the Friday prior; if falling on a Sunday, it will be observed the Monday following. The city currently provides fourteen (14) paid holidays, eleven (11) of which are defined and three (3) of which are selectable by the employee.

These holidays, and/or any additional time observed, will be determined at the discretion of the City Manager. Unused holiday time will not be paid; you must use your selectable holidays between July 1 and June 30, each year.

Defined Holidays for the City of Newport (non-represented staff) (Office Closed)

1. New Year's Day (January 1)
2. Martin Luther King Day (third Monday in January)
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Juneteenth (June 19)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (fourth Thursday in November)
9. Day After Thanksgiving (Friday following Thanksgiving)
10. Christmas Day (December 25)

In addition, the day before the Christmas day holiday shall be a half day holiday, with employees required to work only the first half of the day.

On days when December 24 falls on a Monday, the day shall be a full day holiday.

For purposes of this section, a half day shall mean four hours. The half day holiday shall be at the end of the work day. In years when the library is open the day after Thanksgiving, the day after Thanksgiving shall not be a holiday, but library workers shall have an additional Selectable Holiday.

The Library Director shall have the discretion to determine whether the library shall be open the day after Thanksgiving.

Working on a Holiday – Non-represented employees eligible for holiday pay who work on a recognized holiday (not to be moved because of the recognized holiday falling on either a Saturday or Sunday) as part of his/her regular work week will be compensated at one and one-half (1 2) times his/her regular rate of pay for actual hours worked in addition to holiday pay.

Represented employees will be compensated for working on a holiday based on provisions of the respective collective bargaining agreement. Unless the provisions of a collective bargaining agreement apply, full-time employees whose regularly scheduled day off falls on a holiday will be compensated with a day off mutually agreed upon between the employee and immediate supervisor or receive an additional day of pay.

For part-time employees who work an average of 20 or more hours per week, the amount of pay and/or time off would be pro-rated. Holidays which occur during vacation or sick leave will not be charged against such leave.

Employees on an unpaid leave of absence do not receive holiday pay.

Other holiday leave provisions are in place for employees covered by collective bargaining agreements. Represented staff will be provided paid holidays in accordance with the appropriate collective bargaining agreement.