






POLICY AND PROCEDURE STATEMENT

SUBJECT HOLIDAYS	PAGE 1 OF 2	DATE EFFECTIVE OCTOBER 1, 2018	
SECTION/POLICY NO. 4.07	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE ORDINANCE 155.03	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville will follow all applicable laws for recognized holidays.

PURPOSE:

- I. To meet all federal, state, local and administrative rules.

PROCEDURE

1. The following holidays shall be observed by full-time regular employees:
 - New Year's Day.....January 1st
 - Martin Luther King Day.....Third Monday in January
 - President's Day.....Third Monday in February
 - Memorial Day.....As designated by State of Ohio
 - Independence Day.....July 4th
 - Labor Day.....First Monday in September
 - Columbus Day.....Observed the Day after Thanksgiving Day
 - Veteran's Day.....November 11th
 - Thanksgiving Day.....Fourth Thursday in November
 - Christmas Day.....December 25th
2. Holidays shall be celebrated as set forth above, unless otherwise designated by contract or other appropriate governmental official or body. Two of the above holidays, President's Day and Columbus Day, may be floated by appropriate elected Village official. In all cases where a holiday may be in question the Village administration will designate the official holiday.
3. Full time employees, exclusive of fire personnel, shall be paid straight time rates, exclusive of any premium pay, for the holidays declared above, on a current basis, and shall not be required to work on such holidays unless, in the opinion of the employee's supervisor, failure to work on such holidays would impair the public service.

4. Employees are not required to work on days declared to be holidays by this section unless failure to work would impair the public service.
5. Non-supervisory employees, exclusive of police personnel covered in paragraph 6 in this Section, who work their normal shift on a listed holiday will receive their regular pay plus time and a half.
6. Employees in the police departments except for Chiefs, who work on any of the above-named holidays or who have completed their normal tours of duty for the week in which one of said holidays falls, shall receive an additional amount of pay for such week equaling one-fifth (1/5th) of the weekly pay of the classification pay grade and step in which they are presently serving as follows: Payable no later than the 15th day of December for all holidays in the twelve (12) month period preceding the date of payment.
7. An employee who is not assigned to work on a listed holiday will receive eight (8) hours regular pay.
8. Vacations: If a legal holiday falls during an employee's vacation, an extra day shall be credited to his/her vacation allowance.
9. Sick Leave: If a holiday occurs during a period of sick leave of an employee, the employee shall draw normal pay and shall not be charged for sick leave for the holiday.

PART ONE ADMINISTRATIVE CODE - CHAPTER 155

Employment Provisions

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.

155.03 HOLIDAYS.

The following paid holidays shall be observed subject to call, on the days they are observed nationally.

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

(*) One holiday may be observed or the employee may opt to take his/her birthday off instead. If the birthday holiday is chosen, it must be used in the week of the employee's birthday.

If an employee is required to work on the holiday, the employee shall be compensated at a rate of one and one-half times their rate of pay and will also receive their regular holiday pay.

If any of the holidays fall on a Saturday, it will be observed on the proceeding Friday, and if the holiday falls on Sunday, it will be observed on Monday. During the holidays, the on call BPA employee will perform only the required tasks and will be compensated at a rate of one and one-half times their regular rate of pay.

Police officers will receive holiday pay as a separate lump sum payment on the first pay period in December. (Ord. 2000-11. Passed 5-15-00.)

155.01 OVERTIME (HOURLY EMPLOYEES).

(c) Holidays shall be counted towards forty hours worked in a week. Full-time employees will be paid eight hours of holiday pay for holidays listed in Section **155.03** at their usual hourly rate. The employees must work the regular scheduled day before and the day after the holiday or be on approved scheduled vacation to qualify for holiday pay.

(Ord. 2000-11. Passed 5-15-00.)