



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Employee Benefits

SUBJECT: Paid Holidays

POLICY NUMBER: 3.530

PAGES: 2

APPROVAL DATE: January 1, 1983

REVISION DATE: January 1, 2012

DEPARTMENT OF PRIMARY RESPONSIBILITY: Department Heads, Elected Officials

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

1. The following paid holidays will be observed by the City and each employee shall receive (8) hours pay at his/her current rate when a holiday falls or is celebrated on a normal work day. Eligible part-time employees will have their holidays prorated. Employees will receive time and one-half for all hours worked on a holiday in addition to one days pay for the holiday at the employee's current rate.

New Years Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	Christmas Eve
Two (2) Personal Holidays	

2. Employees earn personal holidays on January 1, of each year. New employees must be employed ninety (90) calendar days in their first year to qualify for two personal holidays. Personal holidays must be used by December 31 of each year. Any personal holidays not taken by December 31 of each year will be lost.

Employees may take personal holidays in half-day increments. Street Division (hourly) minimum paid holiday shall be one full day (excludes management and clerical employees in these divisions). Terminating employees will have their remaining personal holidays prorated and paid out on their last check.

3. Holidays for employees on rotating shifts.
 - a. Protective Service Management: Employees who work rotating shifts and Saturdays and Sundays as part of their normal schedule will receive time and one-half their regular base salary for all hours worked on a holiday. Employees working this schedule will be entitled to bank holidays not taken off during the year and will receive pay for those unused holidays at the end of the year as follows: Police Sergeants supervising twelve (12) hour shift personnel earn ninety-six (96) holiday hours annually. Twelve (12) hours must be taken off with up to a maximum of eighty-four (84) hours paid out at the end of the year if not used. Deputy Fire Chief's supervising twenty-four (24) hour shift personnel earn two hundred forty (240) holiday hours annually. Twenty-four (24) hours must be taken off with up to a maximum of two hundred sixteen (216) hours paid out at the end of the year if not used. This paragraph pertains to non-union employees in departments not allowed to close on a holiday.
 - b. Ordinance Enforcement Officers: Any holiday which falls on a scheduled off day can be banked.

PROCEDURES:

1. When a holiday occurs during an authorized leave of absence (i.e., sick leave, vacations) for which an employee receives compensation, the holiday will not be counted as sick leave, vacation, or other authorized paid leave of absences.
2. Holidays which fall on a Saturday or Sunday will be observed the preceding Friday or following Monday or some other day as determined appropriate by the Finance, Budget and Personnel Committee.
3. All permanent employees, including probationary employees, shall be entitled to holiday pay regardless of service.
4. The two (2) personal holidays shall be taken only upon the approval of the supervisor of requesting employee.