



PERSONNEL RULES

Rev: 5 | Revision Date: 9/23/2022
I.D. Number: SOP – Personnel Rules

RULE XI – GENERAL PERSONNEL POLICIES AND PROVISIONS

Section 2. Legal and personal holidays:

- (a) Legal holidays. Legal holidays to be observed by City employees, unless such employees are otherwise required to be on regular duty, are identified as follows: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents' Day (Third Monday in February), Memorial Day (Last Monday in May), Juneteenth (June 19), Independence Day (July 4), Labor Day (First Monday in September), Veterans Day (November 11), Thanksgiving Day (Fourth Thursday in November), Day Following Thanksgiving, and Christmas Day (December 25).

If a fixed-date holiday falls on a Saturday, the preceding Friday shall be observed as the holiday recognized by the City. If a fixed-date holiday falls on a Sunday, the following Monday shall be observed as the recognized holiday.

- (b) Personal holidays. Effective with the City fiscal year beginning retroactive to October 1, 1986, and for the fiscal year thereafter, regular, probationary and temporary full-time employees are eligible to earn up to two (2) personal holidays. Effective with the City fiscal year beginning October 1, 1988, and for each such year thereafter, such employees are eligible to earn up to three (3) personal holidays, as provided below:
- (1) The first personal holiday. Regular employees, and probationary and temporary full-time employees who have completed three (3) months of continuous service as of the earning date, shall earn the first personal holiday after completion of twenty (2) working days in an active pay status in the fiscal year.
 - (2) The second personal holiday. Regular employees, and probationary and temporary full-time employees who have



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completed six (6) months of continuous service in the fiscal year shall earn the second personal holiday after completion of forty-five (45) working days in an active pay status in the fiscal year.

- (3) The third personal holiday. Effective October 1, 1988, and for each fiscal year thereafter, regular, (probationary and temporary full-time employees shall earn the third personal holiday upon completion of the same time requirements which apply to the second personal holiday.

The previously described personal holiday leave accrual system shall remain in effect until such time that the City implements an updated payroll/human resources computer system and converts to an hourly leave accrual system.

Upon conversion to the hourly leave accrual system personal holidays shall be converted to vacation leave for ease of administration. The conversion is not intended to change the amount of leave an employee is eligible to earn in a twelve (12) month period; the purpose of the change is to simplify the administration of the leave accrual program.

- (c) Procedures. Procedures for the administration of both legal and personal holidays shall be prescribed by the Policy and Standards Manual (P.S.M.) of the City.