



HOLIDAY POLICY

13-02

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the procedure and rules for holidays for employees covered under the Town's Personnel Bylaw.

II. POLICY

A. Each benefit eligible permanent employee of the Town shall be entitled to holidays with pay in accordance with the following schedule and administrative procedures:

(1) Holidays to be granted are as follows:

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

(2) Should a holiday fall on Saturday, the preceding Friday will be the recognized holiday. Should the holiday fall on Sunday, the following Monday will be the recognized holiday.

(3) Holiday pay shall be computed on the basis of 40 hours' straight-time pay. Holiday entitlement shall be prorated to coincide with the number of standard hours worked each week.

(4) Benefit-eligible employees required to work on recognized holidays will be paid the holiday pay to which they are entitled plus the regular rate for hours worked. If a holiday falls on an employee's regularly scheduled day off, the employee shall be granted compensatory hours off equal to the employee's standard holiday entitlement, to be scheduled at the supervisor's reasonable discretion.

(5) Part-time, intermittent and seasonal/temporary employees shall not be entitled to holiday pay.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: