

of vacation until the employee's balance drops below the maximum. Employees also may not take time off before it is earned.

Holidays occurring during an employee's vacation do not count as vacation time and are not deducted from the employee's vacation balance.

Employees who leave employment with the City for any reason will be paid for any earned but unused vacation.

Holidays

The following holidays shall be observed by employees of the City⁴:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans Day
Arbor Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

A recognized paid holiday occurring on Saturday will normally be observed on the preceding Friday and a holiday occurring on a Sunday will normally be observed on the following Monday.

A nonexempt employee required to work on a designated paid holiday will be paid time and one-half (1 ½) the employee's straight time hourly rate for hours worked, plus holiday pay. Holiday pay will be the employee's straight-time rate multiplied by the number of hours usually worked in a day.

To be eligible for holiday pay, a nonexempt employee must have worked the entire last scheduled work day immediately before and the entire first scheduled work day immediately after each holiday.

An employee on leave of absence or layoff is usually not eligible for holiday pay.

If a holiday falls during an employee's approved leave of absence, the day will normally count as part of the leave, unless to do so is prohibited by law.

An exempt employee will not receive any additional compensation for holidays. Rather, they will receive the same salary for the week in which the holiday occurs that they would have received for the week had there been no holiday.

⁴ The City reserves the right to amend, delete, add or otherwise alter the observed city holidays as listed herein.