

THE GALION CITY HEALTH DEPARTMENT
PERSONNEL POLICY AND PROCEDURE MANUAL

HOLIDAYS

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A. POLICY

1. Eligibility - Full-time, non-bargaining unit employees who have completed their probationary periods are entitled to the holidays listed herein. In addition, eligible employees in active pay status for the full shift immediately before and after a holiday shall be paid for the holiday as provided herein. Part-time, *temporary, or seasonal* employees are *not* entitled to ~~four (4) hours of~~ holiday time.¹⁰
2. Holidays - All eligible unit employees are entitled to the following holidays:
 - a. New Year's Day (January 1)
 - b. Good Friday (Friday before Easter)
 - c. Memorial Day (on day observed)
 - d. Independence Day (July 4)
 - e. Labor Day (first Monday in September)
 - f. Veteran's Day (November 11)
 - g. Thanksgiving Day (fourth Thursday in November)
 - h. Day After Thanksgiving (fourth Friday in November)
 - i. Day Before Christmas (December 24)
 - j. Christmas Day (December 25)
 - k. Day Before New Years (December 31)
 - l. One Floating Holiday

¹⁰ Changes consistent with City PPM.

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The floating holiday must be taken in *one (1)*¹¹ an eight (8) hour increment, and scheduled with the Employer's approval. If at some future time the federal or state government mandates an additional holiday other than those listed above, the floating holiday will become the new holiday.

Each eligible employee hereunder is also entitled to twenty-four (24) hours of personal paid leave per year, to be taken in no less than one (1) hour increments and scheduled at least twenty-four (24) hours in advance, except for emergencies. ~~Each part-time employee shall be entitled to sixteen (16) hours of personal leave. Intermittent employees do not receive personal leave.~~¹²

(RESOLUTION STATES: "Each part-time employee shall be entitle to twelve (12) hours of personal leave. Intermittent employees do not receive personal time.")

Personal leave may not be used until after successful completion of the probationary period. Personal time that is not used by the end of the year will be lost and will not be paid out in cash to the employee.

¹¹ Consistent with City PPM and for clarification.

¹² City PPM does not extend personal leave to part-time employees.

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Personal leave will be prorated based upon when the employee was hired during the year. Example: Full-time RN is hired in April. She/he will receive ~~2.66~~ ¹⁸¹³ hours of personal leave which may be taken after successful completion of the probationary period.

If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.

3. Holiday Pay - Holiday pay shall be an employee's regular hourly rate of pay times the employee's normal daily work hours.
4. Work On Holiday - Any eligible employee required to work on a day of holiday observance shall be paid for all hours actually worked at one and one-half (1½) times the employee's applicable rate, plus holiday pay.
5. Employees On Paid Leave - If a holiday occurs while an employee is on sick leave or vacation leave, the holiday will not be charged against the employee's sick, injury or vacation leave balance.

B. PROCEDURE

1. Employees shall request personal paid leave in writing on an Application For Leave Form at least twenty-four (24) hours in advance of the leave, except for emergencies as determined by the Employer, and submit same to the employee's immediate Employer.

13 The number 2.66 may be a typo on my document. I am assuming that the 24 hours of leave is to be credited to mid-year new hires on a pro-rata basis and since 24 hours equals 2 hours per month, a new hire in April would be credited with 9 months worth of leave equaling 18 hours. Is this how you want it to work?

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