



SELECTABLE HOLIDAYS

POLICY NUMBER: 15-	EFFECTIVE DATE: January 2023
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: <i>[Signature]</i>	DATE: 01-10-23

POLICY

Effective January 1, 2023, two (2) additional holidays will be added, for a total of three (3) days for the current fiscal year, to be used on any day they choose between January 2023 – June 30, 2023, subject to supervisor approval.

Effective July 1, 2023, employees may use three (3) selectable holidays during a fiscal year (July – June 30), to be used on any day they choose, subject to supervisor approval.

Employees must coordinate requests for the selectable holidays with their supervisor.

Selectable holidays may only be used in full-day increments; partial days are not allowed.

Non-exempt employees certify their use of a selectable holidays when they certify their monthly timesheets.

Employees, who begin employment after July 1, receive a pro-rated number of hours for their selectable holidays.

An employee must use the selectable holidays within that fiscal year or lose any unused selectable holiday time.