

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Holidays
POLICY NUMBER: 205

205.10 This policy shall apply to all permanent full-time employees and permanent part-time employees.

205.20 The following days shall be recognized and observed as paid holidays:

New Year's Day	(Jan.)
Martin Luther King Jr.'s Birthday	(Jan.)
Presidents Day	(Feb.)
Memorial Day	(May)
Independence Day	(July)
Labor Day	(Sept.)
Veteran's Day	(Nov.)
Thanksgiving Day	(Nov.)
The Friday following Thanksgiving Day	(Nov.)
Christmas Eve	(Dec.)
Christmas Day	(Dec.)
Personal Holiday - (To be taken within District's fiscal year of Oct. 1st thru Sept. 30th)	

205.30 All regular work shall be suspended and permanent full-time employees shall receive one (1) day's pay (8 hours) for each of the holidays listed above; permanent part-time employees shall receive 67% of one (1) day's pay (5.36 hours) for each of the holidays listed above.

205.40 An employee is eligible for the personal holiday on the first day of their seventh month following their appointment to a permanent position.

205.50 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

205.60 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

205.70 If an employee does not use their personal holiday during the fiscal year, October 1 to September 30 it is forfeited.

205.80 Employees that are unable to suspend work on a holiday because of District work requirements may bank their holiday time for use up to 90 days later. Employees may not bank more than 24 hours of holiday time for full time employees,

Truckee-Donner Recreation and Park District Policy Handbook

and 16.08 hours for permanent part-time employees. Failure to use banked holiday time will result in forfeiture after 90 days.

205.81 Banking of holidays is based on the holiday work being required of the work unit and pre-approved by the department manager.

205.82 Holiday time may be banked only on an as-worked basis. For example, an employee that is required to work 2 hours on a holiday may only bank 2 hours of holiday time for later use.

205.83 Vacation hours may not be used in lieu of holiday hours.

205.90 Exempt employees that bank holiday time may not roll the holiday time forward. For example, an employee that banks Independence Day and is able to observe Labor Day, must use the current holiday (Labor Day) for that time.