

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE HOLIDAY POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt an Employee Holiday Policy and to modify the Village Employee Handbook to include an Employee Holiday Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Holiday Policy as defined below and shall add Section 5.01 - Employee Holiday Policy to the Village Employee Handbook as follows:

SECTION 5.01 Employee Holiday Policy

A. Holidays

Full-time Village employees are entitled to eight hours of holiday pay for the following holidays:

- **New Year's Day (January 1st)**
- **Good Friday**
- **Memorial Day (last Monday in May)**
- **Independence Day (July 4th)**
- **Labor Day (first Monday in September)**
- **Veteran's Day (November 11th)**
- **Thanksgiving (fourth Thursday in November)**
- **Day after Thanksgiving**
- **Christmas Eve Day**
- **Christmas (December 25th)**
- **Personal Holiday (at employee's discretion)**

For all employees except police, holidays begin immediately after 12:00 midnight the day prior to the established holiday and runs through 12:00 midnight of the established holiday.

For Police, holidays begin at 10:00 pm the day prior to the established holiday and run through 10:00 pm of the established holiday.

The personal holiday may only be taken upon approval of the employee's supervisor and must be requested at least seven (7) calendar days in advance unless waived or agreed upon by the employee's immediate supervisor.

B. Holiday Eligibility

A holiday shall be considered to be fully earned by an employee effective their date of hire if they are on paid/active pay status with the Village on their scheduled workday immediately preceding and immediately following such holiday; provided however, that earned time-off shall not be utilized by an employee solely to qualify for additional holidays or holiday pay while on unpaid/inactive pay status.

However, an employee forfeits holiday pay when:

- They are absent without pay for any reason for the entire week in which the holiday falls other than an approved leave.
- They are absent without pay for any reason on either the work day before or the work day following the holiday, unless excused by their supervisor.
- They are absent on a holiday on which they are scheduled to work, unless excused by their supervisor.

C. Work on a Holiday

Any hours actually worked on a designated holiday shall be compensated at two (2) times the employee's applicable rate of pay, including longevity pay and any other relevant factors if any, for all hours actually worked in addition to eight (8) hours of holiday pay.

D. Holidays and Calculation of Overtime

Holiday hours shall be considered to be hours worked for the purposes of earning and/or computing overtime or compensatory time.

E. Holidays falling on Weekends

If a holiday falls on Saturday, the Friday immediately preceding will be scheduled off and shall be observed as the holiday.

If a holiday falls on Sunday, the Monday immediately succeeding will be scheduled off and shall be observed as the holiday.

If an employee's work schedule is other than Monday through Friday, the employee is entitled to holiday pay for holidays observed on the employee's day off regardless of the day of the week on which they are observed.

F. Leave of Absence Affecting Holidays

If an employee is eligible for paid holidays and on an established holiday the employee is on paid leave of absence, such as vacation or sick leave, the employee will get holiday pay instead of the other designation of paid time off the employee would have received.

If an employee is eligible for paid holidays and on an established holiday, they are on an unpaid leave of absence, the employee shall not receive holiday pay.

G. Holiday Rate of Pay

Eligible employees will be paid for eight (8) hours the employee's applicable rate of pay, including longevity pay and any other relevant factors if any.

Overtime eligible (non-exempt) employees who work on a holiday as established by this policy will be paid at the employee's applicable rate of pay, including longevity pay and any other relevant factors if any, in addition to paid holiday hours.

Employees not eligible for overtime compensation shall not be eligible for any holiday premium pay for hours worked on a holiday. Employees not eligible for overtime compensation shall only receive normal compensation for any earned holiday, whether worked or taken off.

H. Unpaid Holidays

At the sole discretion of the Village, other unpaid holidays/partial holidays may be scheduled during the year. In such instances, employees will be permitted, at their sole discretion, to use paid vacation time without advance approval requirement.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

over, please

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on February 6, 2017

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King

Brewster, Ohio