

Personnel Rule 7.6 – Holiday Benefit

7.6.0 Authority

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-Making Authority

SMC 4.20.170 and subsequent revisions thereto, Eight-hour Day, Five-day Week

SMC 4.20.190 and subsequent revisions thereto, Holiday Pay or Time Off

SMC 4.20.200 and subsequent revisions thereto, Holiday Pay—Employee To Work Day Preceding or Following

SMC 4.20.210 and subsequent revisions thereto, Payment for Work on a Holiday

7.6.1 Definitions

- A. "Hourly employee" shall mean an employee who is compensated on an hourly basis for each hour worked, including time worked beyond 40 hours in a workweek.
- B. "Part-time employee" shall mean an employee whose assigned work schedule is for an average of at least 20 hours but less than 40 hours a workweek.
- C. "Regularly appointed employee" shall mean an individual who has a probationary, regular or exempt appointment to a position of City employment.

7.6.2 Application of this Rule

- A. The provisions of this Rule apply to regularly appointed employees.
- B. For regularly appointed employees who are represented under the terms of a collective bargaining agreement, this Rule prevails except where it conflicts with the collective bargaining agreement, any memoranda of agreement or understanding signed pursuant to the collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.
- C. This Rule does not apply to individuals who are employed under the terms of a grant that includes holiday benefit provisions that conflict with this Rule.
- D. This Rule does not apply to individuals hired by the City on a temporary, intermittent or seasonal basis, or for a work schedule of fewer than 20 hours per week, nor does it apply to individuals hired under contract to the City.
- E. Appointing authorities may establish written policies and procedures for the implementation and administration of this Rule to facilitate the management of the personnel system within their employing units, provided that such policies and procedures do not conflict with the provisions of this Rule.

7.6.3 Holiday Benefit

- A. The City observes 12 official holidays and 2 personal holidays. Employees who are not represented by labor organizations pursuant to RCW 41.56 and who have completed eighteen thousand seven hundred twenty (18,720) hours or more on regular pay status on or before December 31, of the previous year shall be entitled to two (2) additional personal holidays in each subsequent calendar year. An official holiday that falls on a Saturday will be observed on the preceding Friday. An official holiday that falls on a Sunday will be observed on the Monday immediately following. Employees may take their personal holidays at any time with supervisory approval. Personal holidays cannot be carried over from year to year, nor can they be cashed out if not used by the end of the calendar year.
- B. The holiday benefit consists of up to 8 hours of pay for full-time employees per official and personal holiday. Hourly employees on alternative work schedules (e.g., "4/40" and "9/80") will be compensated for 8 hours of pay per holiday. They may use vacation or compensatory time to make up the difference or may, at their discretion, be unpaid.
- C. Part-time hourly employees receive holiday pay pro-rated based on their work schedule. If their schedule regularly fluctuates, or changes for at least 30 days prior to the holiday, the holiday benefit is based on the average straight-time hours compensated during the pay period immediately prior to the pay period in which the holiday falls.
- D. An hourly employee whose normal day off falls on an officially observed holiday shall receive another day off, with pay, during the same workweek in which the holiday occurs, or be compensated for working on the holiday. A salaried employee whose normal day off falls on an officially observed holiday shall receive another day off, with pay, during the same pay period in which the holiday occurs.
- E. An employee must be on pay status the regularly scheduled workday preceding or the regularly scheduled work day following a holiday in order to qualify for holiday pay, except as provided by Rule 7.6.3 (E1) and (E2).
 - 1. If an employee is on an authorized unpaid absence consisting of a total of 4 days or less preceding or following a holiday, the employee shall be paid for the holiday.
 - 2. If any 1 authorized unpaid absence consisting of a total of 4 days or less occurs such that an employee is on unpaid status preceding or following more than 1 holiday, the employee shall be compensated for the first holiday only.
- F. An employee need not use their personal holidays prior to beginning any unpaid leave of absence or using sick leave donated to them under the City's Sick Leave Transfer Program.