

RESOLUTION NO. 2019-02
(12-18-18)

RESOLUTION AUTHORIZING THE HOLIDAY PAY POLICY

WHEREAS, the Village of Caledonia is reviewing Personnel Manual policies to ensure consistency and legal compliance;

WHEREAS, the current Holiday Pay Policy needs to be updated to ensure consistency and to add guidelines for eligibility and for non-union Police employees that are on a rotating 5-2/5-3 schedule;

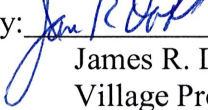
WHEREAS, the Village has drafted a Holiday Pay Policy to replace the current Holiday Pay Policy in the Personnel Manual and is attached hereto as **Exhibit A**;

WHEREAS, the Personnel Committee of the Caledonia Village Board has reviewed the new Holiday Pay Policy, recommends adopting the new Policy; and

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the new Holiday Pay Policy as of January 1, 2019 replaces the current Holiday Pay Policy.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 7th day of January, 2019.

VILLAGE OF CALEDONIA

By: 
James R. Dobbs
Village President

Attest: 
Karie Torkilsen
Village Clerk

31. HOLIDAY PAY

All regular full-time and regular part-time employees receive the following 10 paid holidays:

New Years' Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

Amount of Holiday Pay: For non-exempt employees, pay for the holiday will be the base compensation for a normal day of 8 hours, except that holiday pay for a non-exempt employee normally scheduled to work less than 8 hours per day will be based on a prorated scheduled based on normally scheduled hours.

Work Before and After Holiday: To be eligible for holiday pay, employees must work the scheduled workday immediately preceding and following the holiday. If a holiday occurs during a covered employee's vacation, the employee receives holiday pay rather than vacation pay for the holiday. When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday. A Holiday does not accrue and is not earned during time when the employee is not working and not substituting that missed work time on the shift immediately before, on, and after the holiday by using previously scheduled paid vacation or compensatory time.

Work on Holidays: In the event an emergency should make it necessary for an hourly employee to work during a holiday, the hourly employee will work at his/her regular hourly rate for said period and in addition receive his/her holiday pay.

Holidays during weekends: When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

Floating Holidays: In addition to the above holidays, regular full-time and regular part-time employees shall receive two (2) floating holidays per calendar year. Employees hired between January 1 and September 30 are eligible for both floating holidays in their first calendar year. Employees hired on or after October 1 are not eligible for floating holidays that calendar year. Thereafter, in subsequent years, they are eligible for the floating holidays.

5-2/5-3 Employees: The provisions set forth above do not apply to employees working on a 5-2/5-3 work schedule since their schedules are designed to include the holidays designated in this policy. They shall not be entitled to the floating holidays as noted above.

Eligibility: All employees eligible for holiday pay must be employed for 30 calendar days before being eligible for holiday pay. Regular full-time firefighters and police officers receive holidays with pay in accordance with their specific labor contracts.

Revised: 12/17/18
Effective: January 1, 2019
Resolution: 2019-02