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|  | | CITY OF DECATUR PERSONNEL POLICY | |
| Chapter 04 | Benefits | | |
| Section 09 | Holidays | | |
| Revised By: | Nate Mara, City Manager | Revised Date: | December 22, 2025 |
| Approved By: | City Council | Effective Date: | January 1, 2026 |

04.09 Holidays

The City provides paid holidays to employees serving in the initial probationary period and regular full-time employees. All other employees are extended the Holiday, but without pay. The following official holidays will be observed:

- New Year's Day..... January 1st
- Martin Luther King Jr.'s Day.....Third Monday in January
- President's Day..... Third Monday in February
- Memorial Day..... Last Monday in May
- Juneteenth..... June 19th
- Independence Day..... July 4th
- Labor Day..... First Monday in September
- Veteran's Day..... November 11th
- Thanksgiving Day..... Fourth Thursday in November
- Thanksgiving Friday..... Fourth Friday in November
- Christmas Eve Day..... December 24th
- Christmas Day..... December 25th

- September 11th shall be designated as Patriot Day in recognition of Fire and Police personnel and those lost lives on September 11, 2001.

A. Holidays

A holiday is a period of 8 hours, paid at the employee's regular rate, except for the Police, Street, Parks (for a portion of the year), Water, Wastewater and Utility Maintenance Departments, where the holiday is one shift. Firefighter employees shall receive annual holiday accruals of 6 shifts or 144 hours. The Fire Chief, Assistant Fire Chief and Fire Administration shall receive 8 hours for each holiday.

B. Observance of Holidays

Holidays occurring on Saturday normally will be observed on the preceding Friday and holidays occurring on Sunday will normally be observed on the following Monday. Police and Firefighters will be scheduled off on the holiday whenever possible but many times will observe the holiday on another date. The Police Chief and Fire Chief are responsible for scheduling the holidays on another day of the same calendar year. Holiday hours will not be rolled over to the next calendar year.

C. Employees required to work on a Holiday

Employees required to work on a holiday will be given an alternate day off with pay or will be paid 8 hours for the holiday (one shift for the Street Department, Water Department, Wastewater Department, Utility Maintenance Department, Police Department personnel and ½ shift for Fire Department personnel) at their regular rate of pay, in addition to the hours worked, at the employee's request and subject to the approval of the City Manager.

D. Employees Scheduled "Off Duty" on a Holiday

When a holiday and an employee's regularly scheduled day off occur on the same day, the employee will retain 8 hours of holiday leave (one shift for the Street Department, Water Department, Wastewater Department, Utility Maintenance Department, Police Department personnel and ½ shift for Fire Department personnel) to be taken at a later date.

E. Nonexempt Emergency Personnel Called Back on a Holiday

Non-exempt employees called in on an emergency basis to work a holiday for which they are not scheduled to work will be paid for all hours worked on the holiday at the regular rate and will be given an alternate day off with pay or will be paid 8 hours for the holiday (one shift for the Street Department, Water Department, Wastewater Department, Utility Maintenance Department, Police Department personnel and ½ shift for Fire Department personnel).

F. Ineligibility for Holiday Pay

Employees on unpaid leave the day before and/or the day after the holiday are not eligible for holiday pay. Likewise, nonexempt employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday.

G. Holiday Occurring During PTO Leave

A holiday that falls within an employee's PTO period will be counted as holiday in lieu of a day of PTO.

H. Separating Employees

Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director or their designee.

I. Paid Leave Status

An employee on a paid leave status will normally be paid holiday pay in lieu of the leave status pay they would ordinarily receive at the time of the holiday.

J. Floating Holiday

Each employee will receive 8 hours for a floating holiday (one shift for the Street Department, Water Department, Wastewater Department, Utility Maintenance Department, Police Department personnel and ½ shift for Fire Department personnel).

K. Other Religious Holidays

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to their floating holiday, PTO, compensatory time, or an excused absence without pay.

L. Holiday Pay during Workers' Compensation Leave

An employee on worker's compensation leave will receive holiday pay

Note: This policy reflects the version approved by City Council in August 2022. For the 2025 policy updates, only formatting and layout changes were approved; no substantive revisions were made.