

HOLIDAYS

The Town of Wilbraham will grant holiday time off to employees on holidays listed below.

Eligible employees for this benefit include:

Regular full-time employees, Regular part-time employees who work a minimum of 18 hours per week (pro-rated benefit)

<u>Holiday:</u>	<u>Observed:</u>
New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
President's Day	third Monday in February
Patriot's Day	third Monday in April
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September
Columbus Day	second Monday in October
Veteran's Day	November 11
Thanksgiving	fourth Thursday in November
Christmas Eve Half Day*	December 24*
Christmas	December 25
Day after Thanksgiving	Friday after Thanksgiving
Day after Christmas	first workday after December 25

On the day after Thanksgiving and the first workday after Christmas the Town Offices operate with a Skeleton Force. Employees are granted either one of the two days off. It is the responsibility of the department head to ensure adequate staffing levels and where there is a conflict seniority shall govern.

Employees who work on both Skeleton Days (Day after Thanksgiving and Day after Christmas) may take a floating holiday off with pay during the remainder of the fiscal year ending June 30.

*One half day off is granted on Christmas Eve Day (December 24) if that day falls on a weekday where the town is conducting business.

A recognized holiday which falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Holiday Pay

Holiday pay will be calculated based on the employee's straight time pay rate as of the date of the holiday. Employees (including on-call firefighters) who are working on the day a holiday is observed will receive time and one half their regular rate of pay for hours worked.

For the Christmas and Thanksgiving holidays the rate of pay shall be two times their straight-time rate for hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

Holiday work must be approved by the department director and may be required in certain essential departments.

ADOPTED: Board of Selectmen, 11/02/1998 (to include on-call firefighters)
Personnel Board, 12/5/01; Board of Selectmen 12/16/02 (Skeleton Day amendment)

The terms of collective bargaining agreements supersede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.