



**Personnel Policy  
 Holiday Schedule Amendment  
 Article VII Section 2**

Updated: November 9, 2023  
 Holidays

The following days, and other such days as the Board of Alderman may designate, are holidays with full pay for employees for the Town.

New Year’s Day	Independence Day
Martin Luther King Jr. Day	Veterans Day
Good Friday	Thanksgiving (Thursday & Friday)
Memorial Day	Christmas (see schedule below)
Labor Day	One Day of Employees Choice

When a holiday falls on a Saturday, Friday shall be observed as the holiday. When a holiday falls on a Sunday, Monday shall be observed as the holiday. Christmas is exempt from this rule and will follow the schedule below.

**Christmas Schedule:**

<b>When Christmas Falls On:</b>	<b>Workdays Off:</b>
Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, Thursday
Thursday	Wednesday, Thursday, Friday
Friday	Thursday and Friday
Saturday	Friday and Monday



Continued from Article VII Section 2:

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave from their respective department head. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the Town.

Revised 01/10/2022