



**APPROVED BY**  
**Rose M. Nichols, Director/DHRM**

**REVISION DATE**  
**August, 2022**

**REVIEWED DATE**  
**August, 2022**

**POLICY**  
**Holidays**

1. INTRODUCTION

All full-time City employees are eligible to receive pay for designated holidays.

2. DEFINITIONS

None

3. SCOPE

Confidential and APT employees, including those at the Rochester Public Library

4. POLICY

4.1. Confidential and APT employees receive the following 14 holidays off with pay:

- |                            |                         |
|----------------------------|-------------------------|
| New Year's Day             | Independence Day        |
| Martin Luther King Jr. Day | Labor Day               |
| Lincoln's Birthday         | Indigenous Peoples' Day |
| Presidents' Day            | Veterans' Day           |
| Good Friday                | Thanksgiving Day        |
| Memorial Day               | Day after Thanksgiving  |
| Juneteenth                 | Christmas Day           |

4.2. Rochester Public Library Confidential and APT employees receive the following 12 holidays off:

- |   |                         |
|---|-------------------------|
| New Year's Day  | Indigenous Peoples' Day |
| Martin Luther King Jr. Day                                      | Veterans' Day           |
| Memorial Day  | Thanksgiving Day        |
| Independence Day  | Christmas Eve Day       |
| Labor Day   | Christmas Day           |
| Spring Holiday (to be taken between February 1 and April 30)    |                         |
| One additional holiday to be determined by the Library Director |                         |

4.3. A recognized holiday that 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. From time to time the annual holiday schedule may be revised.

4.4. If a Confidential or APT employee is absent without authorized leave on the day before or the day after a paid holiday, the employee forfeits the holiday payment.

4.5. Required work on holidays for APT will result in pay at straight time.

If Confidential employees work on a recognized holiday, they will receive holiday pay plus wages at time and one-half rate for the hours worked on the holiday.



**APPROVED BY**  
Rose M. Nichols, Director/DHRM

**REVISION DATE**  
August, 2022

**REVIEWED DATE**  
August, 2022

**POLICY**  
**Holidays**

5. PROCEDURE

None

6. EXCEPTIONS

None

7. RESPONSIBLE UNIT(S)

Director/BHRM

8. CROSS REFERENCE

None