



Administrative Policy
HOLIDAY HOURS & PERSONAL LEAVE
Personnel – A304

Effective Date:
November 2010
Revised Date:

HOLIDAY HOURS & PERSONAL LEAVE

Summary

For purposes of clarification, The Town of Payson has determined it is necessary to address the manner of how holiday hours are to be utilized by Exempt and Non-Exempt employees who choose to work a 4/10 (four ten hour days) schedule. The Town has determined it is necessary to address the manner of how personal leave hours for Exempt employees are earned and utilized.

Process

1. Exempt or Non-Exempt employees who choose to work a 4/10 schedule (four ten hour days) will be required to supplement two (2) hours of PTO for the difference of the eight (8) hour holiday and the ten (10) hour day the employee normally works.
2. Exempt employees are given three (3) days, which equals twenty four (24) hours of personal leave per calendar year regardless of work schedule.

References

Personnel Policy Manual, Section 6.3.3 – Administrative Regulations; the Town Manager is authorized to issue administrative policies to carry out the intent of the Manual. The Town Manager is also authorized to approve supplementary Departmental Administrative Rules and Regulations not in conflict with the rules.

Personnel Policy Manual, Section 5.1.4 – Holidays, A.; For all employees **not mandated** to work a 4/10 schedule (four ten hour days) the following **eight hour** holidays are to be observed.

Personnel Policy Manual, Section 5.1.3 – Paid Time Off, E. – Exempt Employee Personal Days; Exempt employees shall be given three (3) days of personal leave per calendar year. Such leave is not cumulative and will be forfeited if not used during the calendar year.