CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Holidays
POLICY NUMBER:	04.02
VERSION:	3.0
REVISED DATE:	February 20, 2024
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APPROVAL DATE:	
EFFECTIVE DATE:	
NUMBER OF PAGES:	2

A. OVERVIEW

1. **Description and Purpose** - All regular full-time and part-time employees of the City of Saint Paul (City) will receive holiday pay of their normally scheduled workday at their regular rate.

2. **Applicability –** This policy applies to all regular full-time and part-time employees of the City.

3. **Failure to Comply -** Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

B. POLICY AND PROCEDURE

1. The following shall be recognized as holidays with pay for all regular employees who are in pay status before and following such days:

New Year's Day	January 1
Orthodox Christmas	January 7
President's Day	(third Monday in February)
March Madness Break	(second Monday in March)
Bright Monday	(first Monday after Easter)
Memorial Day	(last Monday in May)
Aleut Day	June 6
City Birthday	June 29
Independence Day	July 4
Sts. Peter and Paul Day	July 12
Berry Holiday	August 19
Labor Day	(first Monday in September)
Aleut Independence Day	October 28
Veterans Day	November 11

| Thanksgiving | (fourth Thursday and Friday in November) |
| Christmas Day | December 25 |

2. For regular employees, not on shift work, if a holiday falls on Saturday, the preceding Friday will be observed as the holiday. If a holiday falls on Sunday, the following Monday will be observed as the holiday.

3. For regular employees on shift work, if a holiday falls on a designated work day, the employee may, at the option of the supervisor, work the holiday at double pay, or may take an alternative day off in the week following the holiday, unless otherwise specified in an employment contract or written agreement.

4. For regular employees on shift work, if a holiday falls on a designated non-work day, the employee shall be granted an alternative day off, unless otherwise provided by employment contract or written agreement.

5. If a holiday is observed while an employee is on paid leave, it is not counted as part of that leave.

6. Employees shall be paid for Holidays only if in pay status the day before and the day after the holiday.

7. Employees shall be paid for Holiday proportionally based on recent historical average daily wages.

C. **FORM(S)**

1. None

D. **REFERENCE(S)**

1. None.

E. **DEFINITION(S)**

1. None.

F. **POLICY HISTORY**

1. This policy replaces Section 11.01.01 – 11.05.03 in the City Code of Ordinances (CCO).

2. This is the third version of this policy.