



# City of Waukesha HR Policy

## C1 Holidays

### I. Purpose

The purpose of this policy is to inform employees of the City of Waukesha's observed paid holidays and eligibility for receiving holiday pay.

### II. Summary

Each year the City will provide up to ~~nine (9)~~ **eleven (11)** paid major holidays, and ~~two (2)~~ **three (3)** personal holidays, for regular full-time and part-time employees. The City currently observes the following holidays:

• New Year's Day	• Labor Day	• Christmas Eve
• <b>Dr. MLK Jr. Day</b>	• <b>Veterans Day</b>	• Christmas Day
• Memorial Day	• Thanksgiving Day	• New Year's Eve
• Independence Day	• Day after Thanksgiving	

New Year's Day

**Martin Luther King Jr. Day**

Memorial Day

Independence Day

Labor Day

**Veterans Day**

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

January 1

**Third Monday in January**

Last Monday in May

July 4

First Monday in September

**November 11**

Fourth Thursday in November

Friday following Thanksgiving

December 24

December 25

December 31

### III. Administration

- A. Each holiday shall consist of eight (8) hours of pay for regular full-time employees. Holiday pay is pro-rated for regular part-time employees.
- B. In the event that a holiday falls on a Friday and is immediately followed by another holiday, the employee shall receive the preceding Thursday off for the Saturday holiday.
- C. Holidays falling on a Sunday will be observed on the following Monday.
- D. In the event that a holiday falls on a Sunday and is immediately followed by another holiday, the employee shall receive the following Tuesday off for the Monday holiday.
- E. The holiday year begins January 1 and ends December 31 of each calendar year.
- F. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation, outside of that period.



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- G. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave. Supervisors are reminded to use caution when granting unpaid leave prior to or immediately after a holiday, as it will affect holiday payments.
- H. The holiday schedule may be reviewed and updated as necessary.
- I. An employee must work the scheduled workday before and after a holiday unless excused, with pay, to be eligible for holiday pay. Excused absences mean paid time off. Examples of excused paid time off:
  - 1. vacation;
  - 2. compensatory time;
  - 3. sick leave;
  - 4. Worker's Compensation (first four months only);
  - 5. funeral leave;
  - 6. court leave (jury or witness);
  - 7. military leave (first two weeks only); or
  - 8. where an employee would be on paid leave and a documented emergency situation prevents their timely return to work (e.g., severe weather, automobile problems, or a canceled airline flight).

Employees may be required to provide relevant documentation related to any such absence, including but not limited to, doctor's certifications, military orders, automobile repair invoices, canceled airline tickets, etc. Pre-approved voluntary leave also constitutes an excused absence for purposes of this section.

- J. Employees are eligible to be paid for a personal holiday after they have been employed six (6) months excluding paid time off.
- K. Time off for holidays shall be scheduled as outlined above with the exception of Police and Fire Department employees covered under separate labor agreements or as otherwise set forth herein. Dispatchers will receive annually, in lieu of holidays, ~~88~~ 112 hours of personal holiday time, to be scheduled as determined by the Chief of Police.
- L. Departments shall internally establish holiday work schedules.
- M. Non-represented, 56-hour work week, fire department employees will receive annually, in lieu of holidays, 120 hours of compensatory time off or pay, as determined by the Fire Chief.
- N. Pyramiding overtime and/or holiday pay is prohibited. Pyramiding premium pay is the practice of counting hours paid at a premium rate towards the eligibility for overtime compensation.

Approved **by the Council** this **X** day of ~~December~~, 2025.

~~Passed this 1<sup>st</sup> day of September, 2020.~~



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Mayor

ATTEST:

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City Clerk