



CITY OF WAUKESHA

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Committee: HR Committee	Date: 11/17/2021
Common Council Item Number: ID# 21-3170	Date: 11/17/2021
Submitted By: Marquise Vasquez	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: 11/2/2021
Subject: Request to review and approve amendments to HR Policy C1 Holidays.	

Details:
Redlined policy updates on the following pages.

Options & Alternatives:
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Financial Remarks:
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Executive Recommendation:
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City of Waukesha HR Policy

C1 Holidays

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.

Summary

Each year the City will provide up to nine (9) paid major holidays, and two (2) 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
• Memorial Day	• Thanksgiving Day	• Christmas Day
• Independence Day	• Day after Thanksgiving	• New Year’s Eve

***Remove the actual dates from the policy and simply update the days in a document housed on WERC.**

	2023	2024	2025
	(Workday Off)	(Workday Off)	(Workday Off)
New Year’s Day	Monday, January 2 nd	Tuesday, January 2nd	Wednesday, January 1 st
Memorial Day	Monday, May 29 th	Monday, May 27 th	Monday, May 26 th
Independence Day	Tuesday, July 4 th	Thursday, July 4 th	Friday, July 4 th
Labor Day	Monday, September 4 th	Monday, September 2 nd	Monday, September 1 st
Thanksgiving Day	Thursday, November 23 rd	Thursday, November 28 th	Thursday, November 27 th
Day after Thanksgiving	Friday, November 24 th	Friday, November 29 th	Friday, November 28 th
Christmas Eve Day	Tuesday, December 26th	Tuesday, December 24 th	Wednesday, December 24 th
Christmas Day	Monday, December 25th	Wednesday, December 25 th	Thursday, December 25 th
New Year’s Eve Day	Monday, January 1st	Tuesday, December 31 st	Wednesday, December 31 st
Personal Holidays (2)			

Administration

1. 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.
2. Holidays falling on a Saturday will be observed on the preceding Friday.
3. 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.
4. Holidays falling on a Sunday will be observed on the following Monday.

5. 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.
6. The holiday year begins January 1 and ends December 31 of each calendar year.
7. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation, outside of that period.
8. 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.
9. The holiday schedule may be reviewed and updated as necessary.
10. 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 is vacation, compensatory time, sick leave, Worker's Compensation (first four (4) months only), funeral leave, court leave (Jury or Witness) and military leave (first two (2) weeks only) or where an employee would be on paid leave and a documented emergency situation prevents their timely return to work; such as severe weather, automobile problems, or a canceled airline flight, etc. 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.
11. Employees are eligible to be paid for a personal holiday after they have been employed six (6) months excluding paid time off.
12. 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, eighty-eight (88) hours of personal holiday time, to be scheduled as determined by the Chief of Police.
13. Departments shall internally establish holiday work schedules.
14. Non-represented, 56-hour work week, fire department employees will receive annually, in lieu of holidays, one hundred and twenty (120) hours of compensatory time off or pay, as determined by the Fire Chief.
15. Non-exempt employees other than Police and Fire Department employees covered under separate labor agreements, who are required to work on a holiday will be paid at the rate of two (2) times their regular rate of pay for all hours worked in addition to receiving pay for the holiday.
16. 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.

Passed this ____ day of ____, 2022.

Approved this ____ day of ____, 2022.

Mayor

ATTEST:

City Clerk