


| Policy Title:   |   | Holiday Leave             |   |
|---|---|---------------------------|---|
|  | OFFICE OF THE CHIEF<br>ADMINISTRATIVE OFFICER | Category                  | Holiday Leave   |
|   |   | Administrative Policy #   |   |
|   |   | Revision #                |   |
|   |   | Review Frequency          | As Needed – no less frequently than triennially                         |
| Administrative Division   | Human Resources                               | Reviewed By               | Chief Administrative Officer, General Counsel, Human Resources Director |
| BOWC Approval   |   | Last Reviewed/Update Date |   |
| Implementation Date   |   |                           |   |

## 1. OBJECTIVE

- 1.1. The policies and procedures in this document establish the guidelines for the Detroit Water and Sewerage Department (DWSD) regarding (regular, intermittent, alternate) holiday leave.

## 2. PURPOSE

- 2.1. The purpose of this policy is to define the guidelines for eligible employees regarding holiday leave, responsibilities and procedures.

## 3. DEFINITIONS

“Alternate Holiday” refers to a day off granted to an employee who is required to work on a holiday or in the event a holiday falls on a regularly scheduled day off.

“Holiday” means a day set aside by law or statute as exempt from regular labor or business activities.

“Intermittent Holiday” means a day observed by DWSD as an intermittent day off with pay for eligible employees, which is subject to change annually.

“Management” means DWSD employees, including members of Executive Management, who exercise management authority and responsibility in each division for work groups, supervisors and/or employees.

## 4. SCOPE

- 4.1. This policy applies to all eligible employees, student interns, and other persons employed at DWSD.

## 5. RESPONSIBILITIES

### 5.1. Human Resources Director

- 5.1.1. The Human Resources Director publishes this policy; communicates this policy to all employees; reviews, approves and publishes divisional standard operating procedures; and updates this policy as necessary.
- 5.1.2. The Human Resources Director interprets and enforces this policy.

- 5.1.3. The Human Resources Director disseminates the annual holiday calendar at the start of each calendar year. Note that the calendar is developed by the City of Detroit.

## **5.2. Management**

- 5.2.1. Management should be familiar with, understand, and act in full compliance with this policy.

## **5.3. Employees**

- 5.3.1. Employees should be familiar with, understand, and act in full compliance with this policy.

## **5.4. Manager or Supervisor**

- 5.4.1. The manager or supervisor ensures intermittent and alternate holidays do not adversely impact work or coworkers.
- 5.4.2. The manager or supervisor provides timely approval of leave time to ensure timesheets and payroll are accurately processed in a timely manner.

# **6. POLICY**

## **6.1. General Policy**

- 6.1.1. The holiday calendar is disseminated by Human Resources before the first of the calendar year. The holiday calendar includes both Holidays and Intermittent Holidays.
- 6.1.2. Eligible employees shall receive eight (8) hours of pay for scheduled holidays.
- 6.1.3. If the holiday falls on a non-work day, DWSD may designate a different day of observance. Usually, holidays which fall on Saturday are observed on the preceding Friday. Holidays which fall on Sunday are observed on the following Monday.
- 6.1.4. Eligible employees who are required to work any portion of a holiday or intermittent holiday will receive either:
  - a) Equal PTO for hours worked plus pay at straight time for such hours; or
  - b) Pay at the holiday pay rate.
- 6.1.5. Should the employee be compensated, DWSD will pay the employee in accordance with the employee's classification and exemption status. Should the employee receive equal PTO, it must be used within the same pay period.

## **6.2. Sick Time Use**

- 6.2.1. Eligible employees receive paid holidays provided he or she has been compensated for at least eight (8) hours of pay, exclusive of overtime and sick leave, the day before and the day after the holiday. If an employee uses sick time the scheduled day before or the scheduled day after a holiday, the employee will not receive holiday pay, unless exempted under Family Medical Leave Act (FMLA). Refer to the corresponding policy for more information.

### **6.3. Reasonable and Necessary Accommodations**

- 6.3.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.