



Memorandum

To: Mayor, Town Council
From: Dawn Brecke
Date: January 6, 2022
Re: **January 12, 2022 Town Council Meeting**
Personnel Policy Revision Relating to Holiday Leave/Accrual

Juneteenth

A couple of council members have recently expressed the desire to recognize Juneteenth as a Town holiday. This observation would include the closure of Town Hall and the accrual of holiday leave (8 hours) for full-time employees. The proposed Personnel Policy revision reflects that change beginning in 2022.

Juneteenth has been designated as a federal holiday and several states and local governments recognize the day as a paid day of leave for employees. The State of Utah recognizes Juneteenth, but the governor has not yet designated the day as a state holiday. A poll taken in the fall of 2021 found that many municipalities within Utah have included the observance of Juneteenth as a holiday and many others are planning to discuss the addition this spring.

Christmas Eve/New Year's Eve

Another minor proposed revision to the Personnel Policy is a change to the Christmas Eve/New Year's Eve holiday accrual. The Town currently gives employees a half day (4 hours) off on both Christmas Eve and New Year's Eve. The proposed revision results in the designation of Christmas Eve as a full day (8 hours) off for employees and a full day closure of Town Hall. The revision also removes the half day (4 hours) off from New Year's Eve, keeping Town Hall open all day.

There are a few reasons for this proposed change:

- The closure of Town Hall on Christmas Eve allows employees flexibility in scheduling Christmas travel.
- Salaried employees are unable to work a partial day and take the remainder of the day as a holiday due to labor laws governing exempt employees. This policy change enables these employees to appropriately categorize their time off.
- Several employees are involved in the Town's New Year's Eve events. Eliminating the half day holiday on New Year's Eve allows those employees to use regular working hours to prepare for those events. It also provides staffing at Town Hall all day to respond to calls and questions regarding the evening's events.

Please don't hesitate to contact me with questions regarding these policy revisions.

Thank you.

CHAPTER 3 - MANAGEMENT

SECTION L: LEAVES OF ABSENCE

2. HOLIDAYS

A. Holidays which apply to full-time employees are:

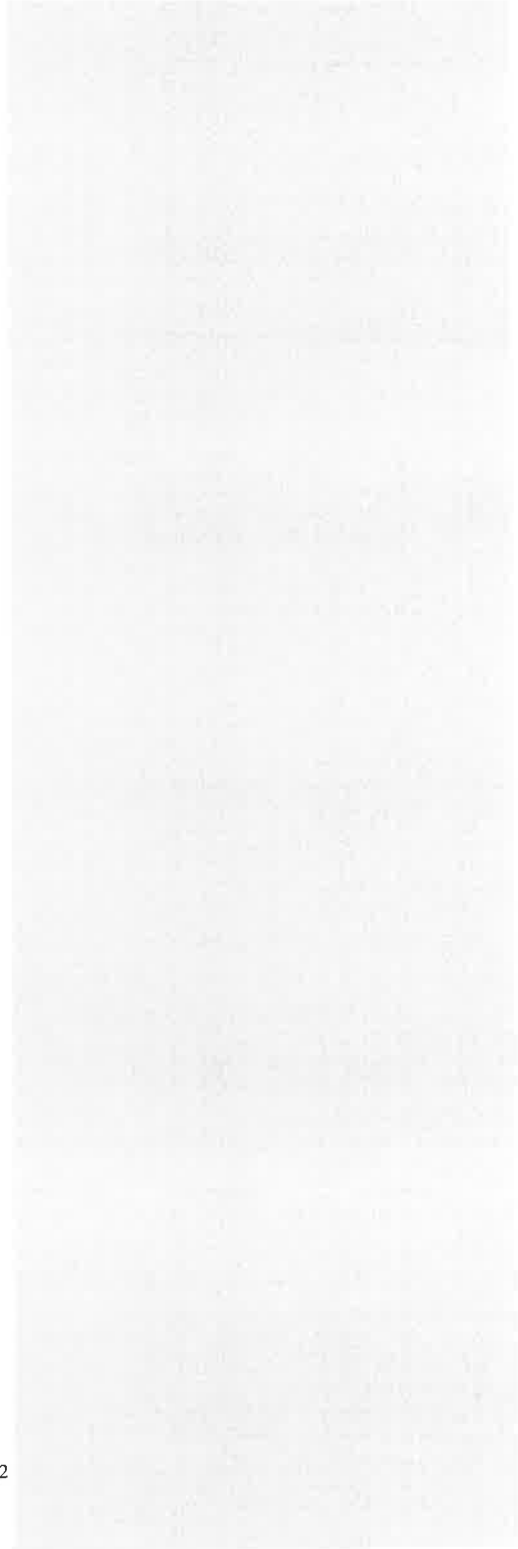
- 1) New Year's Day: January 1st
- 2) Martin Luther King, Jr. Day: 3rd Monday in January
- 3) Presidents' Day: 3rd Monday in February
- 4) Memorial Day: Last Monday in May
- 5) Juneteenth: June 19th
- 65) Independence Day: July 4th
- 76) Pioneer Day: July 24th
- 87) Labor Day: 1st Monday in September
- 98) Columbus Day: 2nd Monday in October
- 109) Veteran's Day: November 11th
- 110) Thanksgiving Day: 4th Thursday in November
- 124) Friday after Thanksgiving: 4th Friday in November
- 132) ~~1/2 Day~~ Christmas Eve: _____ December 24th
- 143) Christmas Day: December 25th
- ~~154) 1/2 Day New Year's Eve: _____ December 31st~~

15) Any day designated by the Governor as a State Holiday or designated by the Town

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| Council will be observed-



CHAPTER 3 - MANAGEMENT

SECTION F: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

15. HOLIDAY ACCRUAL

- A) Holiday time will be accrued as holidays occur during the year. Employees may not use holiday time prior to the date of the holiday, but may use the accrued time during the subsequent twelve (12) months. Employees may not accrue more than ~~404~~112 hours of holiday time. Any accrual in excess of ~~404~~112 hours will be forfeited by the employee.
- B) Holiday time may be used at any time after accrual with approval of employee's supervisor.
- C) Holiday time shall be available to all full-time employees. Part time, seasonal, or temporary employees are not eligible for holiday accrual. Holiday time shall be available for use by an employee during the employee's probation period.
- D) Upon termination, unused holiday accrual will be paid to the employee as part of the final paycheck.