

 Metro | *Policies and procedures*

Subject Holidays
Section Human Resources
Approved by Office of the Executive

EXCERPT FROM EXECUTIVE ORDER 88 (2005)

Policy is under review. Numbering has been changed from original manual; content is from former Section 23, E. O. 88 (2005).

HOLIDAYS

1. Probationary and regular employees of Metro shall be entitled to the following holidays listed with pay; however, floating holidays cannot be utilized by employees until they have successfully completed their initial probationary period:
 - a. New Years Day
 - b. Martin Luther King Jr. Birthday
 - c. Presidents' Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Veterans Day *(see 2013 update below)*
 - h. Thanksgiving Day
 - i. Day after Thanksgiving *(see 2011 update below)*
 - j. Christmas Day
 - k. Two floating holidays are allowed each fiscal year on days of each employee's choice, subject to schedule approval of the supervisor. For purposes of this section, a floating holiday is any day chosen by the employee and approved by the supervisor which would otherwise be a regular scheduled workday. The floating holidays are non-cumulative from fiscal year to fiscal year and must be taken by the employee within the fiscal year in which they accrue. No payment for floating holidays accrued and not taken shall be provided for any employee upon termination of employment for any reason.

2. If any such holiday falls on a Sunday, the following Monday shall be given as that holiday. If any such holiday falls on a Saturday, the preceding Friday shall be given as a holiday.
3. Holidays which occur during vacation or sick leave shall not be charged against such leave.
4. Regular part-time employees shall receive holiday pay on a prorated basis, based on their hours of work.

Update (Nov. 2011) – Day after Thanksgiving: *Non-represented employees have the Friday after Thanksgiving as an additional holiday and the Metro Regional Center will be closed. Non-represented employees assigned to operational facilities and visitor venues that are open on that day should consult with their supervisors to determine if operations will be affected by taking the day after Thanksgiving off. If they are needed to work that day, then they may schedule a deferred holiday on a different day during the fiscal year (i.e., by June 30 of the following year). The additional holiday must be taken within the fiscal year; the hours cannot be carried over to a subsequent year.*

Update (Oct. 2013) – Veterans Day: *All veterans who served on active duty for at least 6 months and received a discharge under honorable conditions are eligible to take Veterans Day off if they would otherwise be required to work that day, unless it would cause a significant economic or operational hardship to Metro. In that case, the employee will be granted an alternate day off to honor his or her service. Requests for Veterans Day off must be made 21 days in advance or within the timeframe specified by the department's scheduling procedures.*