



Administrative Regulation

HOLIDAYS

Policy #:	6.03
Effective:	03/07/2017
Revised:	01/28/2026
Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

This regulation describes the City of Springfield’s policy regarding the designation of and compensation for holidays.

SCOPE:

This regulation applies generally to all non-represented, regularly benefited employees of the City. Represented employees are governed by the holiday provisions contained in their applicable Collective Bargaining Agreements.

POLICY:

It is the policy of the City to grant paid days off in recognition of certain holidays. The City recognizes eleven (11) paid holidays each year and two (2) paid ***floating holidays*** for employees on the Sick and Vacation leave plans.

Holiday:	Observed Day:
New Year’s Day	January 1
Martin Luther King, Jr.’s Birthday	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
Floating Holiday (2)	Schedule by mutual agreement between supervisor and employee

Police Sergeants follow separate holiday provisions, including holiday time accrued in lieu of fixed holidays, as described in Section 6 of this regulation.

PROCEDURE:

1. Holiday Compensation

A. Eligible Employees

- a. Eligible employees will receive eight (8) hours of holiday pay for each of the eleven (11) holidays listed above.
- b. Holiday pay is prorated for part-time employees based on their based on their budgeted full-time equivalent (FTE).

B. Non-exempt employees

- a. If a holiday falls on an employee's regular day off, the supervisor will grant time off equal to the holiday hours on a scheduled workday within the same work week, when operationally feasible.
- b. If time off cannot be given in the same work week, the employee will be paid holiday pay in addition to their regularly scheduled hours.
- c. Holiday pay that exceeds an employee's regularly scheduled hours does not count as hours worked for overtime eligibility.

C. Exempt Employees

- a. If a holiday falls on an employee's regular day off, the supervisor will make reasonable efforts to grant time off equal to the holiday hours on a scheduled workday within the same work week, subject to operational needs.
- b. Exempt employees will not be paid more than their authorized budgeted FTE.

2. Weekend Holiday

- a. If a holiday falls on a Saturday, it will be observed on the preceding Friday.
- b. If a holiday falls on a Sunday, it will be observed on the following Monday.

3. Holidays While on Paid Leave

- a. If a holiday occurs during an employee's approved ***Paid Time Off***, vacation, or sick leave, the time will be coded as holiday pay and will not be charged to individual leave banks.

4. Floating Holidays

- a. Each employee on the Sick & Vacation plan is eligible for two (2) *floating holiday* per Calander year.
- b. For eligible employees, hours are credited to the employee's leave account at the end of the pay period that includes January 1 and July 1 each year.
 - (1) Employees who start mid-cycle will have their floating holiday prorated and added to their account in the pay period following their hire date.
- c. Floating holidays must be used during the calendar year in which it is earned.

- d. Employees on the *PTO* plan have sixteen (16) *floating holiday* hours built into their accrual rate and must use accrued time off in accordance with the applicable administrative regulation.

5. Leave of Absences

- a. Holidays are paid during ***FMLA/OFLA leave*** when the employee is otherwise eligible for holiday pay.
- b. Employees are not paid for holidays that occur during any unpaid, protected absence.

6. Police Sergeants - Time off in Lieu of Holidays:

- a. Employees shall accrue 4.615 hours of time per full bi-weekly period for the purpose of time off in lieu of holidays.
- b. Accrued time is expected to be used within one (1) calendar year of accrual and shall be taken at the employee's convenience, subject to approval by the City based on the operating needs of the Police Department.
- c. Employees may accrue up to one hundred twenty (120) hours of holiday time off. Any time accrued above this maximum will be paid out in the employee's next regular paycheck.
- d. Part-time employees earn time off on a pro-rated basis based on their actual monthly work hours as a percentage of full-time hours.

DEFINITIONS:

Fiscal Year:

A twelve (12)-month period used for accounting and budget purposes. For the City the fiscal year starts on July 1 and ends June 30 of the following year.

FMLA/OFLA leaves:

Federal or state laws requiring covered employers to provide eligible employees with job-protection leave for qualified medical and family reasons.

Floating Holiday:

A designated number of paid hours provided annually to eligible employees that may be used at the employee's discretion, subject to supervisor approval and applicable deadlines.

Paid Time Off (PTO):

Accrued time employees may use for personal leave, vacation, non-occupational injury, illness, bereavement, or a floating holiday. Employees who receive PTO are not eligible for separate leave banks.

RESOURCES:

Administrative Regulations:

- [Paid Time Off](#)
- [Sick Leave](#)

- [Vacation](#)