

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Human Resources Policies	
	Title: Holidays Number: 900 - 210	
	Approved: 5/26/2023	By: Fire Chief Dominic Burchett
	Last Reviewed: 5/26/2023	By: Kiley Day

REFERENCES:

[UFA Policy and Procedure – Employment Status](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[UFA Policy and Procedure – Vacation and Holiday Scheduling](#)

[29 CFR §778.219](#)

PURPOSE:

Unified Fire Authority (UFA) observes 12 paid holidays and one personal preference day each year. Holidays are defined as the following days:

The 1st day of January	New Year's Day
The 3rd Monday of January	Martin Luther King Day
The 3rd Monday of February	President's Day
The last Monday of May	Memorial Day
The 19 th day of June	Juneteenth Holiday
The 4th day of July	Independence Day
The 24th day of July	Pioneer Day
The 1st Monday of September	Labor Day
The 11th day of November	Veteran's Day
The 4th Thursday of November	Thanksgiving Day
The 4th Friday of November	Day after Thanksgiving
The 25th day of December	Christmas Day
Personal Preference Day	

POLICY:

- 1.0 All merit, probationary and exempt appointed employees are eligible for paid holidays. Non-merit part-time and temporary employees are not eligible for paid leave on holidays.
- 2.0 All 8-hour (day-staff) firefighter and non-firefighter employees are eligible for UFA defined 8-hour holidays and one 8-hour personal preference day each calendar year.
 - 2.1. It is the employee's responsibility to designate on their electronic timecard which day will be utilized as their personal preference day during the calendar year. Personal preference days are not cumulative and if not utilized during the calendar year will be forfeited.

- 2.2 If the employee's normal work schedule exceeds 8 hours per day, the additional hours of leave, in excess of the 8-hour holiday leave, will be charged to vacation hours or any accrued compensatory time.
- 2.3 Holidays that fall on Saturday will typically be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday.
- 2.4 Should a holiday occur while an employee is on vacation or sick leave, the employee will not be charged with vacation or sick leave on the day of the holiday.
- 2.5 If a Holiday or observed Holiday falls on a day that a day-staff employee isn't scheduled to work, the employee will need to schedule adjust their hours for that week, to keep from being in an overtime situation.
 - 2.5.1 In cases where the supervisor approves the employee to work on [scheduled holiday](#) or the supervisor allows the employee to not schedule adjust, the supervisor must document this approval on the employee's electronic timecard (using the comment function) or on a paper timecard when required. When documented, employees will be paid eight hours of holiday pay (straight time) on the holiday and also paid as "hours worked" for any time they actually worked. Employees responding to a reimbursable event such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Wildlife requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally mandated EOC activation, or other similar activities, are exempt from being required to have supervisor approval to work on scheduled holidays. If the additional hours worked caused an employee to exceed the work week maximum of 40, excess hours will be considered overtime and paid accordingly, see UFA Policy and Procedure – Overtime and Compensatory Time. Hours will be recorded on the department approved timecard system as a combination of holiday leave hours and actual time worked.
 - 2.5.2 With the documented approval of their supervisor, 8-hour day-staff firefighter and non-firefighter employees may flex adjust for hours within the standard workweek for holidays that they worked. For instance, if the holiday occurs on Monday and the employee works eight hours that day, the employee may then request to have Friday off to compensate for those hours. Hours on the department approved timecard system should be recorded for Monday as a combination of holiday leave hours and actual time worked and then on Friday, the record should simply indicate no hours worked. If the employee worked only five hours on the Monday holiday, the same would apply except the employee would either work, or otherwise account for (i.e., vacation, additional hours worked in the week, etc.) three hours on Friday to make up the difference.
 - 2.5.3 Flexing of holidays is not permitted outside of the standard workweek in which the holiday actually occurred.

- 2.6 Part-time EMS EMT's and Paramedics will be paid time and a half for those hours worked on Independence Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

3.0 Holidays Applicable to 24-hour Firefighter Employees

- 3.1 The nature of the work in the UFA requires that firefighter employees are required to work on designated holidays, because of this; holiday leave for 24-hour firefighters is built into the vacation draw process (see UFA Policy and Procedure - Vacation and Holiday Scheduling). For purposes of the vacation draw for 24-hour firefighter employees, the first 144 hours of leave utilized in each calendar year will be recorded as holiday leave. The 24-hour firefighter employees accrue holiday hours equal to 12 hours per month or 144 hours per calendar year (equals six (6) 24-hour shifts).

- 3.1.1 For payroll purposes, holiday hours for current employees are front loaded at the beginning of the calendar year and for newly hired employees they are prorated from their hire date for the remainder of the calendar year.

- 3.1.2 Employees who transfer from the 24-hour firefighter schedule to the 8-hour firefighter schedule or who separate employment prior to accruing their used holiday leave hours will have their used holiday leave hours adjusted according to a formulaic reconciliation (number of holiday hours used – hours of holiday accrued = difference, if any, to be made up with vacation leave hours). Example: Firefighter X uses 144 hours (6 days) of holiday leave in the first six months of the calendar year. July 1, Firefighter X transfers to an 8-hour day-staff position. Firefighter X would have his holiday leave adjusted to 72 hours of holiday leave used and 72 hours of vacation leave used, based upon his holiday accrual of 12 hours per month.

- 3.1.2.1 Employees may be subject to short-term transfers from the 24-hour firefighter schedule to the 8-hour firefighter schedule for the purposes of light duty or other administrative assignments. In this instance, the employee's holiday leave hours reconciliation will occur after the employee has returned to the 24-hour firefighter schedule. Example: Firefighter Y uses 144 hours (6 days) of holiday leave in the first six months of the calendar year. On July 1, Firefighter Y transfers to an 8-hour day-staff position, for a temporary Light Duty assignment. Two months later Firefighter Y obtains clearance to return to duty and returns to her 24-hour schedule. Upon return to the 24-hour schedule, Firefighter Y would then have her holiday leave adjusted to 120 hours of holiday leave used and 24 hours of vacation leave used, based upon her holiday accrual of 12 hours per month and not accruing holiday leave during the period she was on Light Duty, regardless of the number of holidays that may or may not have occurred during the period she was assigned to days.

3.1.3 Employees separating employment with UFA will have their holiday leave hours adjusted as stated in paragraph 3.1.2. If the employee does not have sufficient vacation hours to draw from in order to make the adjustment, UFA will withhold the value of the overused leave from the employee's last check.

4.0 Special Considerations for Recruit Firefighters and Paramedic Students

4.1 UFA Paramedic Students and Firefighter Recruits are considered 8-hour (day-staff) firefighter employees. Holiday leave time (if applicable) will be in accordance with Paragraph 2.0.

5.0 Unused holiday time will not carry forward from one calendar year to the next nor will it be cashed out upon separation.

Replaces policy dated June 30, 2019

