

STANDARD PROCEDURE

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Prepared By: Human Resources			Approved By: Harry Tyson, Deputy City Manager	

1.0 Purpose

To communicate holidays observed by the City of Wilson and establish a uniform procedure for authorizing and recording compensation for those holidays.

2.0 Scope

Full time and permanent part-time employees are eligible for paid holidays. Part-time employees receive holiday pay on a pro-rated basis. Temporary/seasonal/intermittent employees are not eligible for paid holidays.

3.0 Policy

The City of Wilson compensates full-time and permanent part-time employees for holidays observed by the City of Wilson in accordance with FLSA and City policy.

4.0 Procedures

4.1 The following holidays have been designated for observance by the City of Wilson. The actual dates are issued by Human Resources prior to the beginning of each calendar year.

Holiday	Number of Days
New Year's Day	1
Martin Luther King, Jr.'s Birthday	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Veterans Day	1
Thanksgiving	2
Christmas	2 or 3
Note: Employees who work a schedule that is less than 12 months shall only be eligible for the holidays that occur during the months he/she works.	

4.2 The City of Wilson holiday schedule shall not exceed eleven (11) paid holidays per year except in those years where Christmas Day falls on a Tuesday, Wednesday, or Thursday, when the schedule provides for twelve (12) paid holidays.

5.0 Administrative Guidelines

5.1 Holidays for eligible employees will not be counted as vacation leave. If an employee chooses to take vacation in conjunction with a City approved holiday, the day(s) officially observed will be coded as holiday.

5.2 Hours paid to non-exempt employees for hours worked on a City approved holiday will be counted as hours worked for FLSA purposes. These employees will receive overtime pay (or be awarded compensatory time) in accordance with FLSA standards at one and

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CITY OF WILSON

PERSONNEL MANUAL

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one-half times the hours or hourly rate for all hours worked in excess of 40 during the work week.

- 5.3 An employee is entitled to holiday pay when they work on a City approved holiday or are in pay status the day before and the day after the City approved holiday.