

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS  
STANDARD OPERATING GUIDELINES**

<b>Title:</b> HOLIDAYS	<b>Guideline Number:</b> DPW SOG 11
<b>Initial Effective Date:</b> February 23, 2015	<b>Revision Date:</b>

This guideline applies to all City of Green Bay-DPW Operations Division employees regarding the scheduling of holidays that fall on a Saturday or Sunday. Recognized holidays for DPW will be in accordance with Personnel Policy, Chapter 9. It is understood that the City recognizes holidays as a manner to offer employees time off with pay on regular work days. When a recognized holiday falls on Saturday or Sunday, then the City observes the holiday on an adjacent workday. This action in effect shifts the actual holiday day/date to an observed workplace holiday day/date for purposes of City recognition. Examples of the observed holiday rule are as follows:

- 1) When a holiday falls on a Sunday, the next workday Monday will be treated as the City's recognized holiday for purposes of holiday pay
- 2) When a holiday falls on a Saturday, the previous Friday will be treated as the City's recognized holiday
- 3) When a recognized holiday falls on a weekday, the actual holiday and recognized holiday correspond to the same day/date.

Examples of observed holiday pay are as follows:

- 1) Non-exempt employees who work on a City recognized holiday will be eligible to receive double time pay for all hours worked on that City recognized holiday. Note employees will be eligible for double time pay only on the day that the City recognizes as the holiday.
- 2) If the actual holiday falls on Saturday and the previous Friday is the City recognized holiday, then Friday is the day employees will be eligible for double time holiday pay if they work.
- 3) If the actual holiday falls on a Sunday and the next normal day is the City recognized holiday, then Monday is the day employees will be eligible for double time pay.
- 4) If an employee is called in on a weekend day that is the actual holiday that is not a City recognized holiday, then the employee would be eligible for non-holiday overtime pay as applicable under City policy.

Compensatory Time Bank and Holidays

At the discretion of the employee, a non-exempt employee called into or scheduled to work on a holiday may place the double time compensation into their compensatory bank in accordance with the policies regarding the comp time bank (may not exceed 80-hours and will be used or paid out prior to January 1 of the following year).

An employee called into work on the recognized date of a work holiday will receive double time compensation for all hours worked on that day, regardless of whether the employee has actually worked 40-hours in that workweek.

**Approval:**

Department Head: /s/ Steven Grenier	Date: February 23, 2015
Human Resources Director: /s/ Lynn M. Boland	Date: February 23, 2015

*This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.*