



Section Name: Employee Relations Effective Date: October 5, 2009
Section Number: 400 Date of Revision:
Policy Number: 010
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Subject: Holidays

1. Purpose: The purpose of this policy is to establish when City offices will be closed in recognition of official holidays.
2. Statement of Policy:
 - 2.1 All regular full-time, non-union employees shall be paid for the following holidays:
 - New Year's Day (January 1)
 - Martin Luther King Day (Third Monday in January)
 - President's Birthday (Third Monday in February)
 - Good Friday
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Veteran's Day (November 11)
 - Thanksgiving Day (Fourth Thursday in November)
 - Mayor's Day (Day following Thanksgiving)
 - Christmas Eve Day (December 24)
 - Christmas Day (December 25)
 - New Year's Eve Day (December 31)
 - 2.2 When a holiday occurs on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the holiday as determined by the City.
3. Definitions: None.
4. Application: This policy shall apply to all departments of the City of Monroe.
5. Responsibility: The Human Resources Director shall have the responsibility of overseeing and implementing this policy.
6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated October 5, 2009.