

Policy Manual

Paid Holiday Benefit

City of Weiser, Idaho



Paid Holidays

Paid holidays are a part of the City of Weiser's employee benefits package, providing employees with additional time off with pay on selected holidays. The holidays foster a positive work environment and promote a work-life balance.

The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Purpose

All fulltime employees shall be entitled to the paid holidays listed below:

New Years Day - January
 Martin Luther King Day - January
 President's Day - February
 Memorial Day – May
 Juneteenth - June
 Independence Day - July
 Labor Day - September
 Columbus Day/Indigenous Peoples Day – October
 Veteran's Day - November
 Thanksgiving Day – 4th Thursday in November
 Day after Thanksgiving – 4th Friday in November
 Christmas - December

- A. Eligibility for Paid Holiday Benefit:** To be eligible for the paid day off, employees must be a regular employee. Employees will be paid the average equivalent of a workday. Temporary employees, and interns/work study employees are not eligible for holiday pay. All employees on a leave of absence for any reason are ineligible for holiday pay.
- B. When Holiday Falls on Saturday or Sunday:** When a recognized holiday falls on a Saturday, it will be observed on the Friday before the holiday. Recognized holidays that fall on a Sunday will be observed on the following Monday.
- C. Holidays Occurring During Vacation or Sick Leave:** Holidays which occur during vacation or sick leave, shall not be charged against such leave.
- D. Working the Scheduled Day Before & Scheduled Day After Holiday:** All full-time employees will receive their normal hourly rate for the holidays listed above. In order to receive holiday pay, you must have worked the last scheduled workday before and the first scheduled workday after the holiday, unless on approved personal leave.

- E. Working on the Holiday:** If, due to business necessity, you are scheduled and work on the paid Holiday, the eligible employee is paid Holiday Pay for the day, in addition to the hours worked. Working on a holiday must be approved in advance by the employee's supervisor.