



TOWN OF NEEDHAM
HOLIDAY LEAVE AND HOLIDAY PAY
POLICY AND PROCEDURES
Policy#314

I. PURPOSE AND SCOPE

The purpose of this policy is to clarify the conditions under which an employee is entitled to holiday leave and/or holiday pay.

II. APPLICABILITY

This Policy applies to all non-represented, full-time and regular part-time employees of the TOWN OF NEEDHAM (the “Town”), excluding those employees under the supervision and control of the School Committee.

III. DEFINITIONS

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

Holiday Leave Time off without loss of pay for eligible employees on recognized holidays.

Holiday Pay Payment in lieu of holiday leave in the amount of an employee's regularly scheduled hours per day, or a percentage of an employee's regularly scheduled hours per week, for employees who are not scheduled to work on a holiday.

IV. POLICY

It is the policy of the Town of Needham to provide holiday leave (time off without loss of pay) on the day on which a recognized holiday occurs for employees who work a traditional business week (Monday through Friday). Employees who work non-traditional schedules are entitled to holiday leave in the amount of 1/5 of a regular work week during the week that the holiday occurs, or payment of 1/5 of a week's pay during the week that the holiday occurs (1/10 of a week for the last working day before Christmas) at the discretion of the appointing authority.

V. PROCEDURES

1. Recognized Holidays The Town of Needham recognizes the following holidays on the day on which they are legally observed by the Commonwealth of Massachusetts. On said days, full-time and regular part-time employees shall be excused from all regularly scheduled duty without loss of pay, except in cases where the appointing authority or department manager determines that the employee's service is required to maintain essential services:

1.	New Year's Day	2.	Dr. Martin Luther King Jr. Day
3.	Presidents' Day	4.	Patriots' Day
5.	Memorial Day	6.	Juneteenth
7.	Independence Day	8.	Labor Day
9.	Columbus Day	10.	Veterans' Day
11.	Thanksgiving Day	12.	Christmas Day
12.5	Last Working Day Before Christmas (½ Day)		

2. Weekend Holidays In the event that such holidays occur on Sunday, they shall be deemed to occur on Monday. In the event that such holidays occur on Saturday, they shall be deemed to occur on Friday.
3. Work on Holidays Non-exempt employees required by their department manager to work on a recognized holiday shall receive time and one half their regular rate of pay for the hours worked on the holiday in addition to payment for regularly scheduled hours for that day (holiday leave). Alternatively, non-exempt employees may elect to earn compensatory leave at the rate of time and one half for all hours worked on a recognized holiday, in addition to payment for regularly scheduled hours for that day (holiday leave).
4. Paid Status Employees must be on paid status for their regularly scheduled shifts immediately preceding and following the holiday in order to receive holiday leave.
5. Work Schedules
 - i. Employees who work a traditional schedule and who are regularly scheduled to work on a day that is designated by the Town as a holiday are entitled to time off without loss of pay for that day (holiday leave).
 - ii. Employees who work a rotating schedule and who are scheduled to work on a recognized holiday are entitled to one fifth of their regular weekly work hours as holiday leave for that holiday.
 - iii. Employees who are not scheduled to work on a recognized holiday may receive 1/5 of a week's hours as holiday leave during the week that the holiday occurs, or 1/5 of a week's pay (holiday pay) during the week that the holiday occurs, at the discretion of the appointing authority. Examples include, but are not limited to the following:

Example: An employee who works Monday through Thursday, ten (10) hours per day, 40 hours per week is entitled to holiday leave (time off without loss of pay) in the amount of 8 hours (40 hours divided by five). For a Monday holiday, the employee would need to "make up" 2 hours of work, or charge accrued leave, in order to receive a "full" paycheck for that week.

Example: An employee who works Monday through Friday for four (4) hours per day is entitled to holiday leave (time off without loss of pay) in the amount of four (4) hours on the day on which the holiday occurs.

Example: An employee who works 25 hours per week on a rotating basis (that is, the scheduled hours are not the same every week) is entitled to holiday leave in the amount of five (5) hours (25 hours divided by five) in the week in which the holiday occurs, or payment of holiday pay in the amount of 1/5 of a week's pay, at the discretion of the appointing authority.

Example: An employee who works forty hours per week Tuesday through Saturday is entitled to holiday leave for a Monday holiday in the amount of eight (8) hours (40 hours divided by five) in the week in which the holiday occurs, or payment of holiday pay in the amount of 1/5 of a week's pay, at the discretion of the appointing authority. This employee would be entitled to holiday leave for any holiday which occurs Tuesday through Saturday.