

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES	POLICY #: 06.04.06
SECTION: 04 BENEFITS	
SUBJECT: 06 HOLIDAYS AND PERSONAL DAYS	
	DEPARTMENT: HUMAN RESOURCES
	EFFECTIVE DATE: 01/01/97
	CITY MANAGER: MICHAEL S. LEVINSON
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POLICY

Holidays are provided as a benefit to permit City employees to observe well recognized holidays.

HOLIDAYS OBSERVED:

1. The following days are observed as official holidays by the City of Coral Springs:
 - Two Personal Days
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day

2. If a holiday falls on Saturday, the preceding Friday will be observed. If a holiday falls on Sunday, it will be observed on the following Monday.

ELIGIBILITY

1. All full-time employees, except for 7(K) emergency medical services employees, in a regular budgeted position are eligible for the designated holidays immediately upon employment with the exception of the Personal Days. Full-time employees are eligible for the Personal Days upon satisfactory completion of six (6) months of employment prior to December 31 of each year. 7(K) emergency medical services employees shall be paid for the 96 hours (80 hours for holidays and

16 hours for Personal Days) at straight time, paid half twice annually. Payment will only be made to cover those holidays on which the 7(k) employee was employed by the City in their 7(k) capacity. Payment for Personal Days will only be made after six (6) months of employment in their 7(k) capacity. Regular full time employees joining EMS services from other positions will be paid on a case by case basis upon evaluation of their Holidays and Personal Days usage in their previous position.

2. All employees must either work or be in full pay status on the day immediately prior to and following a holiday in order to be paid for the holiday.
3. Temporary and part-time employees shall not be eligible for holiday pay.

POLICY ADMINISTRATION:

1. Provisions

- a. Employees who are required to work on the observed holiday may be granted equal time off on another day elected by the employee and approved by the Department Director.
- b. Employees on any approved leave with pay during an observed holiday shall be charged with holiday leave.

2. Limitations

- a. The Personal Days must be scheduled with the approval of the department director prior to usage.
- b. All full-time regular employees shall be granted eight (8) hours of leave with pay for each of these holidays, regardless of the days or hours which constitute the work week. Holidays must be taken in increments of no less than eight (8) hours.
- c. The Personal Days must be utilized prior to December 31 of each year.

ADMINISTRATIVE REPEAL:

The provisions contained herein shall supersede and replace all prior city policies relating to Holidays and Personal Days as Administrative Policy 06.04.09. This Administrative Policy supersedes Section 2 of the former "Personnel Rules and Regulations" promulgated on October 1, 1974, and subsequently amended on December 13, 1980, January 1, 1982, April 20, 1983, February 12, 1985, July 1, 1985, January 1, 1987, April 1, 1990, January 1, 1994, and amended 12/28/95.

Michael S. Levinson, City Manager

Date