

# Town of Meredith - Administrative Regulation

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Revision Date: March 17, 2010                      Supersedes: January 1, 2007  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: HOLIDAY PAY**

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### **I. PURPOSE**

This Administrative Regulation is to define the holidays that are observed by the Town of Meredith. Holidays are a fringe benefit for the employees.

### **II. DEFINITION:**

Holidays are observed on the dates specified by the Laws of the State of New Hampshire. Holidays falling on a Sunday will be observed on the following Monday; holidays falling on a Saturday will be observed on the preceding Friday. The Town of Meredith recognizes the following dates as paid Holidays:

New Year's Day (January 1)  
Civil Rights Day (3<sup>rd</sup> Monday in January)  
President's Day (3<sup>rd</sup> Monday in February)  
Memorial Day (May 30<sup>th</sup>)  
Independence Day (July 4<sup>th</sup>)  
Labor Day (1<sup>st</sup> Monday in September)  
Columbus Day (2<sup>nd</sup> Monday in October)  
Veteran's Day (November 11)  
Thanksgiving (4<sup>th</sup> Thursday & Friday in November)  
Christmas Day (December 25<sup>th</sup>)

### **III. POLICY:**

- A. The Town of Meredith provides (11) paid holidays each year to full-time employees as part of the fringe benefit package.
- B. Employees who are absent without authority on workdays directly preceding or following a holiday will not be paid for the holiday.
- C. The designated holiday will begin on the specified day (ie: New Years Day, January 1 at midnight and end 24 hours later) beginning at 12:00 am (midnight) and end at 12:00 am (midnight); one twenty-four hour period.
- D. Regular part time employees with thirty (30) hours weekly on a year round basis are eligible for pro-rated holiday pay. If a part time employee not in this category works the designated holiday, the employee is paid at straight time.

### **POLICY EXCEPTIONS:**

- A. Four-day Workweeks – If a four-day work week has been approved by the Town Manager the following is enforceable for holiday pay:

- a. If the holiday falls during an employee's scheduled four-day workweek, the employee will be paid ten (10) hours holiday pay plus ten (10) hours overtime for that day.
- B. Holiday Exchanges to Benefit the Public – In some instances the observance of a designated holiday is not in the best interest of the public.
- a. Approval for Exception – Upon review by Department Head of work schedules, a conflict appears that will not be in the best interest of the public, said Department Head should complete “Holiday Change Request” and forward to the Town Manager for consideration at least two (2) weeks prior to the holiday. If the request is approved by the Town Manager; it will be forwarded to Administrative Services Payroll for processing.
    1. At no time will a change be made without Town Manager approval.
    2. If approval is granted; all Holiday Pay policies will be in effect for the approved date.

Phillip L. Warren, Jr.  
Town Manager

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