4.13 - Policy on Holiday Leave for Public Safety Supervisors, Constables and Public Safety Officers

I. PURPOSE AND APPLICABILITY

This policy establishes the procedures of holiday leave and pay for regular staff Public Safety Supervisors, Constables and Public Safety Officers who are defined as essential personnel. This policy may be revoked and/or updated at any time for business reasons or at the discretion of the President or designee.

II. DEFINITIONS

a. Essential personnel – public safety personnel provide services that relate directly to the health, safety, and welfare of the College by maintaining and protecting College properties.

b. Holiday Leave – leave time provided to employees directly related to days designated as holidays for other Wesley College staff. This leave is paid at straight time.

III. AMOUNT OF LEAVE

The following days are provided each year as holiday leave:

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Break Days (Weekdays only)

Each holiday will be equivalent to the schedule shift hours and will accrue on the day the holiday occurs.

IV. OBSERVANCE OF LEAVE – SCHEDULING FOR CONTINUOUS OPERATIONS

Public Safety is a department that must provide service on a continuous seven day-a-week basis and Public Safety employees may perform duties on a holiday to meet operational needs. In such cases, the employee will accrue a day to be observed on a day other than the calendar day designated by this policy. Public Safety staffing levels shall be reduced during Winter Break Days.
V. PAYMENT OF LEAVE

Holiday leave for full time Public Safety employees shall not be carried over from year to year. Holiday leave will not be paid out upon separation. Holiday leave may not be used to extend or supplement any portion of the individual’s resignation period. An exception for the year to year carry over will only be granted for the time earned on the following holidays:

Thanksgiving,

Day After Thanksgiving,

Christmas Eve

Christmas.

Winter Break Days (Weekdays only)

The holidays noted above shall be used or scheduled for use by no later than January 30th of the new year.