

**City of Amarillo  
Personnel Policies and Procedures**

Policy Title: Holiday  
 Policy Number: 606  
 Effective Date: December 21, 2022  
 Approved by: Jared Miller, City Manager  
 Mitchell Normand, Director of Human Resources

**I. Purpose**

The City of Amarillo provides paid annual holidays to all eligible full-time employees.

**II. Scope**

This policy is applicable to all full-time employees.

**III. Definitions**

Recognized Holiday: a calendar date that is recognized and designated by the City Council as a holiday.

Observed Holiday: a designated calendar date to acknowledge a recognized Holiday which may be the same date as the Recognized Holiday, or it may be a date different from the Recognized Holiday.

Holiday Pay: pay that an employee receives for regularly scheduled work hours during city closure on an Observed Holiday.

**IV. Procedures**

Full-time regular employees shall be paid for the following recognized holidays:

Recognized Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Taken at employees' discretion with supervisory approval

*A holiday which falls on a Sunday is observed on the following Monday and a holiday which falls on a Saturday is observed the previous Friday, unless the City Manager designates another day as the observed holiday.*

**V. Floating Holiday**

Each regular full-time employee is given one Floating Holiday per fiscal year. Employees may designate a day of choice with supervisory approval. The Floating Holiday accrual will be equal to an employee's regular scheduled work shift. If an employee's work schedule changes, their Floating Holiday will be adjusted accordingly. An employee must use their entire accrual at one time, and it cannot be used incrementally. If an employee does not use their Floating Holiday within the fiscal year, they will forfeit their Floating Holiday for that fiscal year. Floating Holidays will not be rolled over to the next fiscal year. Employees will not be paid for their unused Floating Holiday upon separation of service.

**VI. Holiday Observance Dates**

If a Recognized Holiday falls on Saturday, the holiday shall ordinarily be observed the preceding Friday. If it falls on Sunday, it shall ordinarily be observed the following Monday. The City Manager reserves the right to designate the holiday observance date(s).

**VII. Compensation**

- a. Texas Local Government Code 143 Fire Fighters and Police Officers who perform their duties on a Recognized Holiday or an Observed Holiday have the option to receive credit for the holiday worked added to their annual leave accrual or be paid for their holiday worked. The number of hours added to the annual leave accrual or amount paid, shall be the same as the hours of their regular scheduled shift at the time the holiday is worked. Any hours worked on a holiday shall be paid as time worked.
  - i. If a Texas Local Government Code 143 Fire Fighter or Police Officer works on the Recognized Holiday and the Observed Holiday, the employee is only eligible for holiday pay for the Observed Holiday.
  - ii. APD Police Officers and Fire Fighters designate the preferred compensation annually.
- b. Full-time Civilian employees who perform their duties on an Observed Holiday, shall have credit of the holiday worked added to their annual leave accrual. The number of hours added to annual leave accrual shall be the same as the hours of their regular scheduled shift at the time the holiday is worked. Any hours worked on a holiday shall be paid as time worked.
- c. An employee absent without approved leave on a workday immediately preceding or following a Recognized and/or Observed Holiday, shall not be paid for the holiday unless it is worked.
- d. Employees who are on an approved paid leave of absence will receive holiday pay if the Observed Holiday falls on a day the employee would have normally been scheduled to work. If an employee is on an unpaid leave of absence on an Observed Holiday, the employee is not eligible for holiday pay.
- e. Employees not regularly scheduled to work on an Observed Holiday are not paid for the holiday. Employees must be regularly scheduled to work on the Observed Holiday to be paid for the holiday

**VIII. Exceptions**

The City Manager reserves the right to modify, override or supplement this policy at any time.