

Attachment A-1
Current Policy Language

Section 4-52 Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel (Amend. 6/3/08)

Employees required to perform work on regularly scheduled holidays may be granted, at the option of the Town, compensatory time off or be paid at their hourly rate for hours actually worked in addition to any holiday pay to which they are entitled. Sworn police personnel receive eleven (11) paid holidays as other Town staff; however, shift employees of the Fire Department, when they are to be compensated for holidays, shall receive the equivalent of five (5) 24-hour tour of duty days as holiday compensation.

Compensatory time for holidays worked may be accumulated without any applicable maximum until December 31st of each year. If the employee departs from service, payment for accumulated holidays shall not exceed 11 work days (five 24-hour tour of duty days for shift fire personnel). Effective the last payroll in the calendar year, any employee with more than this maximum number of holidays shall have the excess accumulation transferred to their sick leave balance so that only 11 days (five 24 hour tour of duty days for shift fire personnel) are carried forward to January 1st of the next calendar year.

Compensatory time for holidays worked is accumulated while the employee is in continuous service and in pay status, or while on workers' compensation leave.

Attachment A-2
Proposed Policy Language

Section 4-52 Holidays: Compensation for Public Safety Shift Personnel (Amend. 07/01/2019)

Sworn shift police and fire personnel, whether on duty or not, shall receive pay for all eleven Town holidays as the holidays occur. Sworn shift police officers shall receive pay at straight time for the number of hours equivalent to a regularly scheduled shift, i.e. 8.4 hours or 12 hours. Shift fire personnel shall receive pay for the holidays at 11 hours of straight time per holiday. Compensatory time shall not be awarded or accrued for holiday compensation when shift personnel are required to work on a holiday. No holiday compensation for hours worked shall be accrued by an employee.

Because the Town continues to operate emergency services seven days a week, twenty-four hours per day, public safety personnel working a shift may be required to work on scheduled holidays. When shift public safety personnel are required to work on a scheduled holiday, the employee shall receive regular pay for all hours actually worked. Holiday pay shall not be factored into overtime pay; however, in accordance with the Fair Labor Standards Act (FLSA), all hours actually worked shall be factored into overtime calculations, including those hours worked on scheduled holidays.