

TOWN OF CONCORD  
Personnel Policy and Procedure #12-1

**Administration of Holiday Pay for Beede Center Employees**

*Effective Date: June 16, 2022  
(Replaces version dated 11/01/2008)*

**Purpose and Scope**

The purpose of this document is to establish policies and procedures for the administration of Section 12 of the Personnel Bylaws regarding holiday pay for employees hired to work in the Beede Center after March 1, 2006. Employees hired prior to that date shall adhere to the Town's holiday leave policies for all other employees covered by the Town of Concord's Personnel Bylaw, as may be amended from time to time. The Beede Center operates as a business-like enterprise in the highly competitive swim and fitness market. In order to offer services comparable to competing entities in this market, the Beede Center must be open for business on a seven-day-per-week schedule throughout the year, excluding a limited number of holidays for which the Beede Center is closed all or part of a day. Beede Center employees are hired with this expectation from a market where such schedules are commonplace. It is expected that Beede Center employees' compensation and benefits will reflect this unique labor market.

**Policy**

**Accrual of Leave:**

Full-time, Regular Status employees of the Beede Center shall be granted 72 hours of holiday leave each calendar year in recognition of the following holidays on which the Beede Center's operating hours are modified:

<u>Closed All Day</u>	<u>Closed Part of Day</u>
Patriot's Day	New Year's Eve
Easter Day	New Year's Day
Memorial Day	Thanksgiving Day
Juneteenth Independence Day	Christmas Eve
Independence Day	
Labor Day	
Christmas Day	

Holiday leave shall accrue as each holiday occurs throughout the year, with 8 hours granted for holidays on which the Beede Center is closed all day and 4 hours granted for holidays on which the Beede Center is closed part of the day. Holiday leave for Regular Status employees working less than 40 hours per week shall be pro-rated based upon each employee's average hours worked per week, as reported on their Change of Status Form.

To qualify for holiday pay, an employee must be on paid status on their last regularly scheduled work day immediately preceding the holiday and on their first regularly scheduled work day immediately following the holiday.

When an employee leaves the employ of the Town, they shall be paid for any unused holiday leave earned up to the last day worked.

#### Maximum Holiday Accrual

Accumulation of holiday leave is limited to a maximum of sixteen hours for full-time employees. The maximum accumulation for part-time employees shall be prorated based upon each employee's average hours worked per week.

#### Use of Accrued Leave:

Employees must use accrued holiday leave when a holiday falls on their regularly scheduled work day. If an employee does not have enough holiday leave accrued to cover all hours not worked on a holiday, the employee may choose to use their accrued vacation or personal leave time, or they shall have unpaid leave. Alternatively, Beede Center management may assign equivalent hours of work within the same work week to provide the employee with his/her regular weekly compensation.

Employees may use their accrued holiday leave hours for equivalent time-off with pay on another scheduled work day with prior written approval of the Recreation Director or his/her designee. Such approval will not be unreasonably withheld but will be determined by the staffing needs of the Beede Center on the day(s) in question.

#### Holidays Worked:

*Non-exempt*, Beede Center employees who are scheduled or called to work on Thanksgiving Day, New Year's Day, or a holiday on which the Center is closed all day, shall receive time-and-one-half their hourly rate of pay for the number of hours actually worked that day.

*Exempt*, Regular Status Beede Center employees who are scheduled or called to work on Thanksgiving Day, New Year's Day, or a holiday on which the Center is closed may, with the Recreation Director's approval, take compensatory time off on another day on which it does not adversely impact Beede Center operations.

#### **Observation of Religious Holidays**

In addition to the legal holidays observed by the Town, an employee may take time off to observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department. Requests for such time off should be submitted to the department head at least two-weeks in advance of the proposed absence. Employees may request this time as leave without pay or, depending on the nature of the employee's work, may be approved by the department head to:

- "float" holiday pay by working on an observed holiday and apply the holiday leave to time off with pay on another date,
- adjust their schedule to make up equivalent time with pay within the same workweek, or
- use earned personal or vacation time.

Department heads are encouraged to accommodate and approve employees' requests for time off for religious observances and practices to the extent practicable. If a department head is unable to grant the employee the time off requested, they should discuss the employee's request with human resources prior to denying it.

*Approved by Personnel Board & Town Manager 6/16/2022*