



## TOWN OF NORWOOD PERSONNEL BOARD

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### #P-308 – HOLIDAY LEAVE POLICY

#### 1. Purpose and Scope

The purpose of this document is to outline the Town's paid Holiday's with respect to eligibility, benefits, use, accrual and procedures, and to ensure that Holiday leave benefits are implemented equitably and consistently.

#### 2. Applicability

**2.1** This policy applies to all full and part-time compensated positions excluding elected officials and employees of the School Department. Employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to those portions of the policy which are not specifically regulated by Civil Service law or by a collective bargaining agreement. To the extent permitted by law, employment agreements entered into after the effective date of this policy with employees whose positions are subject to this policy must follow all of the provisions of this policy.

**2.2** This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of this policy shall be construed so as to be consistent with the law.

#### 3. Definitions

**3.1** Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.

**3.2** Calendar Year - Calendar Year refers to the normal calendar year of January 1<sup>st</sup> to December 31<sup>st</sup>.

**3.3** Holiday – the term “Holiday”, as used in this policy, shall mean authorized paid time off from work to eligible employees for the legal holidays and an elective floating day, as described in this policy.

**3.4** Floating Holiday – the term “Floating Holiday”, as used in this policy, shall mean a single authorized paid day off from work for any day during the course of a calendar year.

#### 4. Eligibility

**4.1** Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers, and part-time employees budgeted for and regularly scheduled to work fewer than 20 hours per week, are not eligible for paid Town observed holidays.

**4.2** Regular Full-time and Regular Part-time employees budgeted for and regularly scheduled to work at least 20 hours per week, are eligible for paid Town observed holidays.

