

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-24**

**For the purpose of adopting changes to the Metropolitan Exposition Recreation Commission (MERC) Personnel Policies.**

**WHEREAS, MERC is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010(b) and 6.01.040(a); and**

**WHEREAS, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies; and**

**WHEREAS, MERC wants to add the day after Thanksgiving as a holiday for full-time non-represented employees for calendar year 2011 only; and**

**WHEREAS, employees that defer this holiday must take the deferred holiday in the 2011-2012 fiscal year.**

**THEREFORE BE IT RESOLVED:**

That MERC adopts the changes to Section 16.1 of the MERC Personnel Policies attached hereto.

Passed by the Commission on November 2, 2011.

  
Chair

Approved As to Form:

Alison Kean Campbell, Acting Metro Attorney

By: 

Nathan A. Schwartz Sykes  
Senior Attorney

  
Secretary/Treasurer

## Attachment A

### 16.1 Holidays

The following shall be considered holidays for full-time employees. However, Personal Days (16.1 C) cannot be utilized by employees in their initial probationary period.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday Following Thanksgiving Day (2011 only)	Fourth Friday in November (2011 only)
Christmas Day	December 25
Three Personal Days	Open

A. Exempt employees working on a holiday will be compensated at their regular rate of pay and the holiday will be accrued to be taken at a later date within the same fiscal year. Non-exempt employees who work on a holiday and are eligible for overtime compensation shall receive one-and-one-half (1 1/2) time compensation for the time worked if the employee has actually worked 40 hours during the week in which the holiday occurs. If the employee has not worked 40 hours during the week in which the holiday occurs, payment for time worked will be at straight time. Additional holiday compensation does not apply to personal days (16.1 D).

B. For those individuals who work more than eight (8) hours a day (*i.e.*, 9, 10, or 12 hour days) as their normal schedule, the number of holiday hours paid for personal and recognized holidays shall be equal to the number of hours in their regular workday.

C. The three (3) personal days may be used at the employee's discretion during the fiscal year in which they accrue.

Employees hired between July 1 and October 31 will receive three (3) personal days; employees hired between November 1 and February 29 will receive two (2) personal days; and employees hired between March 1 through June 30 will receive one (1) personal day. Requests to use personal days will be handled as vacation leave (16.2C). If the personal holidays are not taken within the fiscal year, they will be lost.

Personal days cannot be utilized by employees in their initial probationary period.

Employees hired between January 1 and June 30 may carry their personal holiday(s) earned during probation until the end of the following fiscal year.

D. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday the following Monday shall be observed as the holiday. Full-time employees working an irregular workweek shall receive the same number of holidays as employees working a regular workweek unless otherwise defined in a collective bargaining agreement.

