



## **RESOLUTION NO. 2021-16**

### **AMENDING HOLIDAYS WITHIN THE PERSONNEL POLICY OF THE CITY OF NEPTUNE BEACH, FLORIDA.**

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**WHEREAS,** The City Manager and City Clerk are tasked with periodically reviewing and improving personnel policies,

**WHEREAS,** The City Manager and City Clerk have found various conflicts between existing policies and collective bargaining agreements for the City that must be considered, and recent holiday additions by the federal government that also must be considered.

**WHEREAS,** The City Manager and City Clerk have determined that it is desirable for the City to amend and edit the existing Holiday Leave Personnel Policy.

**WHEREAS,** The collective bargaining agreement for the Local 630 allow for (2) personal days, selected by the employee, but must be approved by management, and must be taken in the calendar year or be forfeited; that is in conflict with the existing personnel policy, "Holiday Leave."

**WHEREAS,** The collective bargaining agreement for the FOP #017, allows for (1) floating holiday for sworn officers, (2) floating holidays for non-sworn officers, and adds Police Memorial Day for sworn officers; that is in conflict with the existing personnel policy, "Holiday Leave."

**WHEREAS,** On June 17, 2021, President Joe Biden signed into a law a bill declaring June 19<sup>th</sup> as, "Juneteenth National Independence Day," and declaring such a legal public holiday.

**NOW BE IT RESOLVED BY THE CITY COUNCIL OF NEPTUNE BEACH, FLORIDA, THAT:**

**SECTION 1.** The Personnel Policy of the City of Neptune Beach, Florida, is hereby amended at Holiday Leave, Paragraph A, to read as follows:

- A. The schedule of legal holidays found below are observed by the City, and such other days as may be designated by the City Council and/or the City Manager. For a holiday falling on Saturday, the preceding Friday will be the observed holiday; for a holiday falling on a Sunday, the following Monday will be the observed holiday.

To receive holiday pay, an employee must be a full-time employee and must not have been absent without leave either on the workday

immediately before or after the holiday. If an employee is on paid leave, they will receive pay for the holiday in lieu of using personal time or compensatory time.

<b><u>Holiday</u></b>	<b><u>Observed</u></b>
New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Police Memorial Day	May 15 – <i>(only sworn officers within the collective bargaining unit, non-sworn employees and administrative personnel within the police department are eligible for (2) personal days as described below)</i>
Memorial Day	Last Monday in May
Juneteenth <i>National Independence Day</i>	June 19
Fourth of July	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
(2) Personal Days	Selected by all employees, except sworn officers in the collective bargaining unit who may only select (1) personal day, all selected personal days, regardless of exemption status, must be taken in calendar year or be forfeited, and are ineligible for sell back.

**SECTION 4.** The amendments adopted herein shall be effective immediately upon passage.

Resolution adopted by the City Council at the regular meeting held this 8<sup>th</sup> day of September, 2021.



Elaine E. Brown  
Mayor

ATTEST:



Catherine B. Ponson, CMC  
City Clerk

