

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
<b>Chapter 3</b> <i>UFA Personnel Policies</i>	<b>Section 12</b> <i>Holidays</i>

**Relevant Information:** UFA provides employees with paid time off for recognized federal and state holidays as well as a personal preference day.

**Policy Statement:** It is the policy of the Board that UFA will observe eleven paid holidays and one personal preference day each year as follows:

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|------------------------------|------------------------|
| The 1st day of January       | New Year’s Day         |
| The 3rd Monday of January    | Martin Luther King Day |
| The 3rd Monday of February   | President’s Day        |
| The last Monday of May       | Memorial Day           |
| The 4th day of July          | Independence Day       |
| The 24th day of July         | Pioneer Day            |
| The 1st Monday of September  | Labor Day              |
| The 11th day of November     | Veteran’s Day          |
| The 4th Thursday of November | Thanksgiving Day       |
| The 4th Friday of November   | Day after Thanksgiving |
| The 25th day of December     | Christmas Day          |
| Personal Preference Day      |                        |

All merit, probationary and exempt appointed employees are eligible for paid holidays. Non-merit part-time and temporary employees are not eligible for paid leave on holidays. Holidays that fall on Saturday will typically be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday. Employee’s required to work on holidays will be paid for the hours worked and an additional eight hours of straight time holiday pay or they may flex the holiday to another regularly scheduled workday.

Due to the nature of 24-hour operations employees schedules, administrative policies will be adopted that provide for the accrual, bidding, and use of holiday hours by such employees in a manner that provides a substantially equivalent benefit.