

City of Foley Policy - “GAP” Day & Holiday Pay

FY23 – (1 GAP Day)

“GAP” days are days that fall between a City approved holiday and a weekend. For example, if a holiday falls on a Tuesday, the Council may elect, via the budget adoption each fiscal year, to allow City employees to also have the Monday off prior to the Tuesday holiday as a “GAP” day. (“GAP” days, if approved, are recorded as “Personal Days” in the City’s payroll system).

GAP days fall differently on the calendar from year to year. Some years there may be several “GAP” days and other years there may be no GAP days if all City approved holidays happen to fall on a Friday and/or a Monday. In FY23, there is one (1) GAP day occurring on Monday, July 3, 2023 as reflected on the approved holiday calendar for FY23.

“GAP” Days (Personal Days) must be used prior to any accrued Annual or Compensatory Leave being used. Accrued Personal Leave hours will not be paid out if/when the employee retires or terminates employment.

City Approved Holidays Per PSP 3.7(7) *

- New Years Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
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- Full-Time Regular Employees who are normally scheduled to work on a holiday, and do not work due to the approved holiday, will receive a standard eight (8) hours of “Holiday Pay”. If the employee works the holiday, they will receive 8 hours of “Holiday Pay” on top of the pay for the hours worked.
 - Part-Time Regular Employees who are normally scheduled to work on a holiday, and do not work due to the approved holiday, will receive a standard (4) hours of “Holiday Pay”. If the employee works the holiday, they will receive 4 hours of “Holiday Pay” on top of the pay for the hours worked.
 - Floating Holiday Policy: All full-time regular and part-time regular employees will receive one (1) floating holiday at the beginning of each calendar year in addition to the City of Foley’s regular paid holidays. This one floating holiday may be used for religious or cultural holidays, employee birthdays, or for other state or federal holidays during which the City remains open. The request must be scheduled and approved in advance by the employee's immediate supervisor and must be reported as a “floating holiday” in the time and attendance system. A new employee hired before the end of the first half of the calendar year will receive a floating holiday upon hire; a new employee hired during the second half of the calendar year will not receive a floating holiday upon hire. Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

** Temporary employees are not eligible for holiday and/or personal day leave.*

** Excludes Declared State of Emergencies (Hurricane, etc.)*