

City of Foley Policy - "GAP" Day & Holiday Pay

Approved by Council as part of the FY14 Budget – Resolution #13-_____

FY14 (1.5 GAP Days)

1/2 GAP Day on December 13, 2013

(To Attend State of the City Address).

Full-Time Regular Employees will receive four (4) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive two (2) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

GAP Day on Monday, December 23, 2013

(Christmas Eve Tuesday the 24th and Christmas Day Wednesday the 25th).

Full-Time Regular Employees will receive eight (8) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive (4) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

FY15 – (3.5 GAP Days)

GAP Day on Monday, November 10, 2014

(Veteran's Day is Tuesday, November 11th)

Full-Time Regular Employees will receive eight (8) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive (4) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

1/2 GAP Day on Friday, December 12, 2014

(State of the City Address).

Full-Time Regular Employees will receive four (4) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive two (2) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

GAP Day on Friday, December 26, 2014

(Christmas Eve Wednesday the 23rd and Christmas Day Thursday the 25th).

Full-Time Regular Employees will receive eight (8) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive (4) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

GAP Day on Friday, January 2, 2015

(New Year's Day Thursday, January 1st).

Full-Time Regular Employees will receive eight (8) hours of "Personal Day" leave regardless of number of hours on their regular shift/schedule.

Part-Time Regular Employees will receive (4) hours of "Personal Day" leave regardless of the number of hours on their regular shift/schedule.

***"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.***

(Approved Holidays & Pay Policy on Reverse Side)

City Approved Holidays Per PSP 3.3.7(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 will receive a standard eight (8) hours of “Holiday Pay” regardless of number of hours on their regular shift/schedule. 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 will receive a standard (4) hours of “Holiday Day” regardless of the number of hours on their regular shift/schedule. If the employee works the holiday, they will receive 4 hours of “Holiday Pay” on top of the pay for the hours worked.

Note:

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

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