

Village of Yellow Springs, Ohio
Ordinance 2018-14

REPEALING SECTION 304 PAID HOLIDAYS
OF THE VILLAGE OF YELLOW SPRINGS PERSONNEL POLICY MANUAL
AND ENACTING A NEW SECTION 304 PAID HOLIDAYS, THEREBY
AMENDING THE PERSONNEL POLICY MANUAL

WHEREAS, the Village of Yellow Springs, Ohio has established a personnel policy for its employees; and,

WHEREAS, that personnel policy is detailed in the Village of Yellow Springs Personnel Policy Manual; and

WHEREAS, Section 304 Paid Holidays of that manual notes the holidays for which Village employees will be compensated with a paid day off from work; and,

WHEREAS, Council for the Village of Yellow Springs wishes to add December 24 to the list of holidays for which Village employees will be compensated with a paid day off;

NOW, THEREFORE, BE IT ORDAINED BY COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO THAT:

SECTION 1. Section 304 Paid Holidays of the Village of Yellow Springs Personnel Policy Manual is hereby amended to read as follows:

304 Paid Holidays

The Village of Yellow Springs will grant holiday time off to all regular full-time employees, regular part-time employees, and probationary employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (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 May)
- Thanksgiving (fourth Thursday & Friday in November)
- **Winter Holiday Eve (December 24)**
- Winter Holiday (December 25)
- Floating Holiday (employee's choice) (Note: This day is calculated as a personal day on the employee's payroll check)

The following criteria will be followed when administering holidays:

1. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed as the holiday, unless otherwise designated by the Village Manager.
2. Holiday pay will be calculated based on the employee's straight time pay rate times the number of hours the employee would have normally worked on that day.

