



# ADMINISTRATIVE REGULATION (AR)

Holiday Leave (Revised from City AR-00036)  
FESSAM #7A.3

Effective: 01/01/2016

## I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees.

## II. PURPOSE:

The Administrative Regulation ensures that all LFRA employees understand the leave policy regarding designated LFRA holidays and floating holidays.

## III. DEFINITIONS:

- **Benefit eligible** – Refers to Regular positions that are budgeted for 20 – 40 hours per seven day work period and 56 hour shifts for fire shift personnel.

## IV. POLICY:

All regular benefit eligible employees receive paid leave for designated and floating holidays.

### Basis For Mandate:

- Internal governance

## V. PROCEDURE:

LFRA provides benefit eligible employees with eight (8) designated holidays and three (3) floating holidays per year:

**New Year's Day** - January 1  
**Memorial Day** - Last Monday in May  
**Independence Day** - July 4  
**Labor Day** - 1<sup>st</sup> Monday in September  
**Veteran's Day** - November 11

**Thanksgiving Day** - 4<sup>th</sup> Thursday in November  
**Day after Thanksgiving** - 4<sup>th</sup> Friday in November  
**Christmas** - December 25  
**Three floating holidays** – 40 Hr. Employee  
72 hours for Fire shift Personnel

When a designated holiday falls on a Saturday, the preceding Friday will be taken as the holiday. When the holiday falls on a Sunday, the next Monday will be taken as a holiday. To be eligible to receive holiday leave pay for designated holidays, an employee must be in an active pay status the day before and the day after the holiday. If an employee is on some type of approved paid leave (except work-related injury leave or short-term disability leave) that includes a designated holiday, the holiday will count as a day of holiday leave, rather than as a day of any other type of leave.



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Holiday hours paid for benefit eligible full-time and part-time employees are pro-rated as follows:

<u>Number of budgeted hours</u>	<u>Hours paid for a holiday</u>
20 to 24 hours	4 hours
25 to 29 hours	5 hours
30 to 34 hours	6 hours
35 to 39 hours	7 hours
40 hours	8 hours

### Floating holidays

All benefit eligible full-time employees are given 24 hours of floating holiday leave in addition to the designated holidays each year. Employees will accrue floating holiday leave each pay period and can take floating holiday leave that will be accrued during that year at any time, pending supervisor approval. Benefit eligible part-time employees will be given a pro-rated amount of hours of floating holiday leave.

Benefit eligible employees who work in positions in departments or divisions where continuous operation is necessary will accrue all holiday leave as floating holiday leave. They are given 88.00 hours (124.00 for Fire shift employees) of floating holiday leave each year. This will accrue monthly and any holiday leave that will be accrued during that year can be taken at any time, pending supervisor approval.

Floating holiday hours paid for benefit eligible full-time and part-time employees are pro-rated as follows:

<u>Number of budgeted hours</u>	<u>Hours of floating holiday leave per year</u>
20 to 24 hours	12.00 hours
25 to 29 hours	15.00 hours
30 to 34 hours	18.00 hours
35 to 39 hours	21.00 hours
40 hours	24.00 hours
Fire shift employee	124.00 hours

All floating holiday leave will follow the pay period schedule. Floating holidays for the following year will be available for use the first day of the work period for the new year. All floating holiday hours must be used by the last day of the final pay period of the current year and any unused hours will be forfeited. Floating holiday leave will be considered hours worked for the purpose of calculating overtime.

Employees hired mid-year will receive a pro-rated amount of floating holiday leave based on their hire date

All floating holiday leave earned, but not taken, is paid upon termination.



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## VI. OTHER RELATED REGULATIONS & PROCEDURES:

Pay & Employment Decisions

Effective: 01/01/2016

## VII. LFRA FIRE CHIEF SIGNATURE:

A handwritten signature in black ink, appearing to read "Mark Miller", is written over a horizontal line.

Mark Miller, Fire Chief