

Temporary or seasonal employees are not eligible for benefits.

Paid Leaves of Absence

Time off for any reason during a working day will count first against the employee's allotted sick days or personal days, as appropriate, in hourly, quarter day, half day or full day increments. Once the employee has used all of his/her earned sick or personal days, the time will be counted against the employee's earned vacation time. Thereafter, unless specifically accepted, any time off will be without pay.

21.01 Holidays

21.01.1 Eligibility. Only full-time employees are eligible for holiday pay. A full-time employee's eligibility for paid holidays begins immediately upon employment as a full-time employee.

(a) Part-time, temporary and seasonal employees are not entitled to holiday pay. However, such employees may observe the designated holiday if the Village offices are closed. Compensation for part-time, temporary or seasonal employees who work on a designated holiday shall be determined by the department head, with approval of the Village Administrator.

21.01.2 (b) Sworn police officers and members of any other collective bargaining unit are entitled to holiday pay as set forth in the respective current collective bargaining agreement.

Work on Holidays. See subsection 21.01.1, above for compensation information.

21.02 Recognized Holidays

The following holidays are paid holidays for full-time employees:

HOLIDAY	TIME ALLOWED OFF
New Year's Day	1 day
Martin Luther King Day	1 day
President's Day	1 day
Memorial Day	1 day
Independence Day	1 day

Labor Day	1 day
Columbus Day	1 day
Juneteeth Day	1 day
Veteran's Day	1 day
Thanksgiving	2 days (Thursday & Friday after Thanksgiving)
Christmas	2 days (Christmas Eve & Christmas Day)
New Year's Eve	1 day

Whenever any of the above holidays falls on a Sunday, it shall be observed on the Monday immediately following; whenever the holiday fall on a Saturday, it will be observed on the preceding Friday.

21.03 Holiday Policies

21.03.1 Loss of Holiday Pay. An unauthorized absence by an employee on the last scheduled working day before or the first scheduled working day after a Village observed holiday, shall result in the employee not being compensated for the holiday, nor for the period of absence without authorized leave, and may also be subject to disciplinary action. If a holiday occurs during a period that the employee is on vacation, no vacation time will be charged for that day. For all holidays falling within an employee's leave of absence, disciplinary suspension, or lay off, such holidays shall not be compensable.

21.03.2 Religious Holidays. An employee may take off to observe his/her religious holidays. If available, a full day of unused (sick/personal) leave, or a vacation day may be used for this purpose. Otherwise the time off is without pay. The employee must notify his/her department head at least two weeks (14 calendar days) in advance.

21.04 Personal Days

Full-time employees are eligible for three (3) paid Personal Days per calendar year. Examples of reasons for which an employee may request a Personal Day include, but are not limited to personal business, medical and dental examinations, personal emergencies, family emergencies, court appearances and religious holidays. Time off may be taken in increments of not less than two (2) hours. Prior approval of the department head or the Village Administrator must be obtained for two of the personal days. One (1) Personal Day may be taken at any time without notice; however, the Personal Day taken without notice must be a whole, 7½ hour day. Unused personal day leave may not be carried over from one year to the next, nor will there be any compensation for unused leave at the time of separation from Village employment. A new employee starting work after October 31st shall be eligible for four (4) hours of personal leave for that calendar year.