

**RESOLUTION NO. 632**

A resolution by the City of Columbus, Kansas, adopting Article X, entitled "Holidays With Pay" of the Personnel Regulations for the Employees of the City of Columbus, Kansas.

WHEREAS, the Governing Body has reviewed and approved Article X, included as exhibit to this resolution, at the August 1, 2022 City Council meeting;

NOW THEREFORE, be it resolved by the Governing Body of the City of Columbus Kansas, that Article X of the Personnel Regulations for the Employees of the City of Columbus, Kansas, shall be adopted.

Passed and approved by the Governing Body of the City of Columbus, Kansas, this 6th day of September, 2022.

CITY OF COLUMBUS, KANSAS

  
\_\_\_\_\_  
Grant Spieth, Mayor

ATTEST:

  
\_\_\_\_\_  
Cherri Chancellor, City Clerk

(Seal)



**ARTICLE X  
HOLIDAYS WITH PAY**

**X -1 Recognized City holidays**

The following days shall be holidays for all City employees in full-time positions who are in pay status the day before and the day after the recognized holidays:

New Year's Day – January 1  
Martin Luther King's birthday – third Monday in January  
President's Day – third Monday in February  
Good Friday – Friday before Easter  
Memorial Day – last Monday in May  
Juneteenth – June 19  
Independence Day – July 4  
Labor Day – first Monday in September  
Columbus Day – second Monday in October  
Veterans Day – November 11  
Thanksgiving Day and the day after – fourth Thursday and Friday in November  
Christmas Day – December 25

From time to time, on special occasions, the Mayor and City Council may designate other days as special holidays.

**X – 2 Holiday falling on a Saturday or Sunday**

When any regular holiday shall fall on Saturday, the preceding Friday shall be observed as a holiday. When any regular holiday falls on Sunday, the following Monday shall be observed as a holiday.

**X – 3 Computation of holiday pay**

- A. Paid holiday time off is granted to all full-time employees upon hire.
- B. Full-time employees shall be paid for observed holidays calculated at the employee's straight-time base pay rate in the amount of eight (8) hours.
- C. A recognized City holiday that occurs during an employee's authorized vacation or sick leave shall not be counted as a day of vacation or sick leave.
- D. A holiday occurring between two (2) days of leave without pay shall not be paid.
- E. An employee must work (or be pre-approved for vacation leave or sick leave) the full scheduled workday before and the full scheduled workday after a holiday in order to be paid for the holiday.
- F. Holidays are not considered hours worked when calculating overtime pay.