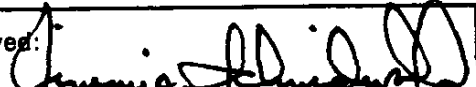


Department of Public Works and Engineering

Subject: FLOATING HOLIDAYS	Departmental Policy 3-4
	Effective Date: Upon Approval
<p>I. Purpose</p> <p>To grant employees one floating holiday each calendar year in accordance with the applicable City Council motion effecting such holiday.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>In accordance with City Council Motion and City of Houston Policy dated February 25, 1985, at least thirty (30) days advance notice must be given unless otherwise determined by the Department/ Division Director.</p> <p>The Floating Holiday must be taken on a date mutually agreeable to the employee and the Supervisor to avoid disrupting effective operation of the Department/ Division.</p> <p>Careful scheduling must be maintained to assure the smooth flow of City business.</p> <p>There will be no accrual of floating holidays not taken during the calendar year. Further, a floating holiday not taken due to circumstances within the employee's control (such as failure to follow proper scheduling procedure or other such oversight) shall be lost and no compensatory time, condition of overtime, nor pay in lieu of a holiday shall be created as a result or accommodation thereof.</p> <p>Should an employee, however, be required to work and is called in on a day otherwise previously arranged and approved as a floating holiday, the employee on supervisory approval shall be given the option of properly re-scheduling the holiday</p>	
Approved: 	Date Approved: 9-13-95
Page 1 of 2	

Department of Public Works and Engineering

or receiving the applicable holiday pay rate for that time worked. (See Holiday policy). Should such a holiday rate be paid, the subject floating holiday is nullified and considered used, since the employee will have been properly compensated.

No employee hired on or after July 1st of any given year shall qualify for a Floating Holiday within that year.

Rehired employees shall be treated as new employees in determining floating holiday eligibility regardless of service date computation.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

Subject: FLOATING HOLIDAY	Department Policy 3-4	Page 2 of 2
	Effective Date: Upon	