

MUNICIPAL ORDER NO. 02-2023

A MUNICIPAL ORDER OF THE CITY OF BEREA, KENTUCKY, AMENDING SECTION 8 OF THE CITY PERSONNEL POLICIES BY ADDING PRESIDENT'S DAY AS AN OFFICIAL HOLIDAY OF THE CITY OF BEREA.

WHEREAS, the City of Berea has heretofore adopted a paid holiday policy as codified in Section 8 of the City's Personnel Policies and Procedures Manual; and

WHEREAS, the City Council for the City of Berea does find that the policy should be modified in full below;

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF BEREA CITY COUNCIL THAT;

Section 8 (HOLIDAYS) of the City's Personnel Policies and Procedures Manual shall be, and hereby is, amended so that such provision shall read as follows:

Holidays

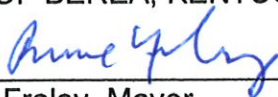
- (1) The following holiday policy applies to all full-time city employees other than police, fire, and water department employees:
 - a. All full-time city employees other than police, fire, and water department employees shall receive eight hours of paid leave for the following holidays:
 1. New Year's Day
 2. Martin Luther King Day
 3. Good Friday
 4. Memorial Day
 5. Juneteenth
 6. Independence Day
 7. Labor Day
 8. Veterans Day
 9. Thanksgiving Day
 10. The Day After Thanksgiving
 11. Christmas Eve
 12. Christmas Day
 13. New Year's Eve
 14. President's Day

- b. Unless otherwise designated by the council, paid holidays will be observed on the date of their actual occurrence. In the event any of the holidays fall on a Saturday, the preceding business day shall be considered the holiday. In the event any of the holidays fall on a Sunday, the following business day shall be considered the holiday.
 - c. Any employee who is required to work on the actual holiday will be paid for all hours worked in addition to eight hours of holiday pay.
- (2) The following holiday policy applies to all full-time fire department employees:
- a. Employees shall be credited 12 hours for each of the ~~43~~ 14 holidays recognized by the city as listed in paragraph (1), above, for a total credit of ~~444~~ 168 hours of holiday leave on January 1, each year.
 - b. For employees that begin employment during the year, a prorated amount of 12 hours per holiday remaining in the calendar year will be credited to the employee based on the month of hire.
 - c. Holiday leave does not vest until the actual holiday, occurs. If an employee ceases to be employed during the year, the employee must repay to the City of Berea the amount of holiday leave used in excess of the leave that has vested up to the date of separation. If possible, the value of the excess leave will be deducted from the employee's final paycheck.
 - d. All holiday leave must be used on or before December 31 each year. Holiday leave time shall not carry over to the following calendar year.
- (3) The following holiday policy applies to all full-time police department employees and water plant operators:
- a. Employees shall be credited eight hours for each of the ~~43~~ 14 holidays recognized by the city as listed in paragraph (1) above, for a total credit of ~~96~~ 112 hours of holiday leave on January 1, each year.
 - b. For employees that begin employment during the year, a prorated amount of eight hours per month will be credited to the employee based on the month of hire.
 - c. Holiday leave does not vest until the actual holiday, occurs. If an employee ceases to be employed during the year, the employee must repay to the City of Berea the amount of holiday leave used in excess of the leave that has vested up to the date of separation. If possible, the value of the excess leave will be deducted from the employee's final paycheck.

- d. All holiday leave must be used on or before December 31 each year. Holiday leave time shall not carry over to the following calendar year.
- (4) Employees shall not receive cash in lieu of leave for holiday leave.
- (5) At separation, police, fire, and water operator employees shall be paid out the vested holiday leave. No other employees will be paid for holiday leave at separation.

Adopted by the Berea City Council this 7th day of February, 2023.

CITY OF BEREA, KENTUCKY



Bruce Fraley, Mayor

ATTEST:
City Clerk

Prepared by:



Corporation Counsel