

**VILLAGE OF WATERLOO
RESOLUTION NO. 06-12-23-08**

WHEREAS, the Board of Trustees of the Village of Waterloo adopted the Personnel Policies Manual of the Village of Waterloo on February 25, 2008; and

WHEREAS, proposed revisions to said manual adds Juneteenth (June 19) as an employee holiday.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the Personnel Policies Manual of the Village of Waterloo, as revised, and attached hereto as Exhibit "A", is hereby adopted and,

FURTHER, THAT, the Personnel Policies Manual of the Village of Waterloo, as it previously existed, is hereby repealed.

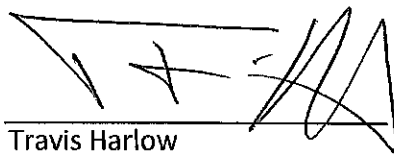
PASSED AND APPROVED this 12 day of June, 2023.

ATTEST:



Melissa Smith
Clerk





Travis Harlow
Chairperson

6.3 HOLIDAYS

Eligibility

Eligible full-time employees shall be paid holiday leave as defined by the Village Board after one full year of employment.

Eligible part-time employees shall be paid holiday leave as defined in Section 6.13, "Part-time employee Staggered Benefit Plan".

Holidays recognized by the Village:

HOLIDAYS

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

Personal Day

DATE OBSERVED

January 1st

Third Monday in January

Third Monday in February

Last Monday in May

June 19th

July 4th

First Monday in September

November 11th

Fourth Thursday in November

December 25th

At Employee's Request

Provisions

- Holidays which occur on Saturday will be observed on the preceding Friday.
- Holidays which occur on Sunday shall be observed on the following Monday.
- Payment for holiday leave shall be limited to employees who worked the day immediately preceding and the work day immediately following the holiday unless the employee is on scheduled vacation or the day before and day after are a regularly scheduled day off.
- If an employee is absent the work day immediately preceding or the work day immediately following the holiday due to a serious illness, hospitalization, or death of a family member, they may be paid for the holiday with approval of their direct supervisor and appropriate documentation. (Doctor's note, Obituary, etc.)
- Employees who are **required** to work on a holiday may receive regular pay plus holiday pay for all hours worked, equating to double time, or they may substitute another day off to replace a holiday.
- The Personal Day must be taken during each calendar year and may not be carried over from year to year. The Personal Day cannot be taken prior to completing one year of employment.
- Employees who leave their employment will not be paid for unused holidays or their personal day.