

<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Holidays
	Policy Reference No:	5-8
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C) § 36-20
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees

Subject to the terms and conditions of any bargaining units and existing employment contracts, the Township of Verona currently offers employees the following twelve (12) paid holidays with pay effective January 1, 2019:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day

Regular full-time employees are eligible to receive pay for these designated holidays in accordance with any applicable collective negotiations agreement or employment contract. Part-time employees are not eligible for this benefit. Pay for holiday benefits for hourly employees is made at the employee's regular rate of pay based upon the employee's regular work schedule. Salaried employees continue to receive their full salary.

If a holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

In the event that an official holiday occurs while an employee is on sick leave, he/she shall not have such holiday counted as a sick day.

In the event that an official holiday occurs during an employee's vacation leave, he/she shall not have such holiday counted as a day of his/her vacation leave, but he/she shall be entitled to a substitute day of vacation leave.

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Full time employees hired prior to January 1, 2019 shall receive two (2) floating days off at the start of each year to be used at the discretion of the employee, under the same restrictions as personal days. These days shall be in lieu of Lincoln’s Birthday and the General Election Day. If an employee observes a particular religious holiday other than a holiday listed above and would like time off to observe the holiday, you may request time off at least one month in advance.

All employees shall be familiar and are subject to § 36-20 of the Township Code with regard to Observed Holidays.

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