1. Holiday Leave

1. The following holidays are observed by the City and will be granted to employees with pay and to temporary employees without pay unless such temporary employees are required to be on duty:

New Year’s Day (January 1st)

Martin Luther King Day (third Monday in January) Good Friday (Friday before Easter)

Memorial Day (last Monday in May)

Tulsa Race Massacre Observance Day (June 1st)

Juneteenth (June 19th) Independence Day (July 4th)

Labor Day (first Monday in September) Veteran’s Day (November 11th)

Thanksgiving Day (fourth Thursday in November) Friday after Thanksgiving

Christmas Eve (December 24th) Christmas Day (December 25th)

.11 Part-time employees will be granted Holiday Leave using the same guidelines established within Section 303.42 above. However, in no case will an employee be granted Holiday Leave that exceeds the number of hours they are normally scheduled to work on the holiday. The twelve (12) month average will be calculated from the date the holiday is officially observed by the City of Tulsa.

1. Holidays are provided as a shift-based benefit for full-time Employees determined by the length of the workday designated as a holiday.
2. Employees covered under the terms of a collective bargaining agreement should refer to the agreement for controlling language if the agreement is at variance with this section.
3. The granting of holidays observed by the City will be subject to the following provisions:
4. Employees who are regularly assigned to work Monday through Friday with Saturday and Sunday as normal days off will observe a holiday falling on Saturday on the preceding Friday and a holiday falling on Sunday on the following Monday. Employees whose regular shift is other than Monday through Friday will observe holidays on the actual day defined in .1 above except when a holiday occurs on the employee’s normal day off, either the workday preceding the holiday or the employee’s next scheduled workday shall be observed as the holiday as determined in advance by the employee’s supervisor based on the operational needs of the department. Employees shall be given at least 30 days advance notice of their designated holiday.

1. Employees who are required to work on a holiday will be compensated in accordance with provisions of Section 220.

1. Holidays or other non-scheduled workdays will not be included in computing Vacation Leave. However, when an employee is absent on a holiday that is a regularly scheduled work day for the employee, the holiday is forfeited and time will be deducted from his or her Sick Leave or charged to Leave Without Pay whichever is applicable. Employees on Leave Without Pay before, after or during a holiday will not be paid for the holiday.
2. When a holiday falls within a period of Leave Without Pay or Sick Leave not verified by a Doctor’s slip immediately preceding or immediately after Holiday Leave, the employee will receive no pay for the holiday.
3. The appointment of an employee will not be effective on a holiday.

1. The separation of an employee should not be effective on a holiday except when the employee works on the specified holiday.

1. Vacation Leave, Compensatory Leave, or Authorized Personal Leave may be granted to an employee for observance of religious holidays or holidays other than those listed. Employees desiring such leave should make a request to their supervisor and/or Human Resources.
2. Employees working an alternate work schedule must submit appropriate Holiday Leave requests in accordance with Section 221.5.