

Town of Coosada, Alabama

Ordinance 2021-008

Be it ordained by the town Council of the Town of Coosada as follows:

The Town of Coosada Personnel Policy Manual Section VII. Employee Leave Benefits, Subsection A. Holidays to be amended as follows:

1. The Town of Coosada shall observe the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

****Christmas Eve and Day after Thanksgiving granted based off of Government and State. ****

2. Additional holidays may be approved by the Town Council.

3. When a declared holiday falls on a weekend but the day of observance is not specified, the following shall apply:

- A. When a holiday falls on a Saturday, the proceeding Friday will be observed as the holiday.
- B. When a holiday falls on a Sunday, the following Monday will be observed as the holiday.
- C. Holidays may not be taken in advance of the day they occur.

4. On declared holidays, the Town Hall will be closed. If employees are required to work on declared holidays, they will be given a different day off as approved by the Mayor or his designated representative.

5. In order to receive pay for an observed holiday, an employee must not have been absent without leave either on the work day before or after the holiday.

6. Holiday hours will not be included when calculating overtime pay.

This ordinance shall take effect as provided by law after passage, approval, and publication.

APPROVED AND ADOPTED by the TOWN COUNCIL of the TOWN OF COOSADA, ALABAMA,

This 9th day of November, 2021.

Breyona R. McCall

Breyona R. McCall, Town Clerk

James P. Houston

James P. Houston, Mayor