

City of Lambertville

**RESOLUTION NUMBER 24-2023**

*A Resolution to Authorize an Amendment to Section Two, Section Three Paid and Unpaid Time Off Policies of the Staff Policy and Procedures Manual.*

**SECTION THREE, PAID AND UNPAID TIME OFF POLICIES**

**Paid Holiday Policy:**

Non-contractual Employees are entitled to the following paid holidays:

New Year's Day	Monday	January 2, 2023
Martin Luther King, Jr. Day	Monday	January 16, 2023
President's Day	Monday	February 20, 2023
*Good Friday	Friday City Hall Staff works late on Tuesday, April 4, 2023. Compensation date: October 31 City Hall will close at 4:30 p.m.	April 7, 2023
Pre-Memorial Day	Friday (1/2 day for all non City Hall) Full Day for City Hall Employees working late on Tuesday evenings.	May 26, 2023
Memorial Day	Monday	May 29, 2023
Pre-Independence Day	Monday	July 3, 2023
**Independence Day	Tuesday City Hall Staff is scheduled to work 9.5 hrs. Compensation back to the City: November 10, 2023 holiday.	July 4, 2023
Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
*Trick or Treating	Tuesday City Hall will close at 4:30 p.m. to compensate for April 7, 2023 holiday.	October 31, 2023
**Veterans Day	Friday	November 10, 2023
Pre-Thanksgiving	Wednesday (1/2 day for all non City Hall) Full Day for City Hall Employees working late on Tuesday evenings.	November 22, 2023
Thanksgiving	Thursday	November 23, 2023
Day After Thanksgiving	Friday Excluding Public Works Employees who will be paid time and ½ for working.	November 24, 2023
Christmas Day	Monday	December 25, 2023
New Year's Day	Monday	January 1, 2024

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Public Works employees working on a scheduled day off will be compensated at a rate of time and a half.

ADOPTED: January 1, 2023