

The City of Bridgeport will provide to all of its Full-Time employees (civil and non-civil service) Holidays off during the Calendar Year 2016 in accordance with legal Holidays observed by the State of West Virginia under WV code 2-2-1.

Those days are as follows:

HOLIDAYS 2016*

January 1 st	New Year's Day
January 18 th	Martin Luther King's Birthday
February 15 th	President's Day ***
May 10 th	Primary Election Day***
May 30 th	Memorial Day
June 20 th	West Virginia Day
July 4 th	Independence Day
September 5 th	Labor Day
October 10 th	Columbus Day ***
November 8 th	General Election***
November 11 th	Veteran's Day
November 24 th	Thanksgiving Day
November 25 th	Day after Thanksgiving (Lincoln's Day)
December 26 th	Christmas Day
December 27 th	Christmas holiday+

+The State recognizes December 23rd – ½ Day Christmas Eve and December 30th – ½ Day New Year's Eve. The City of Bridgeport will recognize the Christmas holiday as full days on December 26th & 27th. The overtime will be paid for those working in December 25th as stated below.

*** These (4) days shall be considered floating Holidays for Full-time permanent non-civil service employees. These days may be taken at the discretion of the employee with approval from his/her supervisor and the City will remain open.

Civil Service employees shall be given compensatory time off with regular pay for all holidays. Time off (EDO) shall be taken at such time as may be approved by the Department Director and in accordance with the policies set forth by the Department Director.

In addition to these days, permanent full-time employees also will receive days off for any other election day throughout the district or municipality where an election is held. For non-civil service employees, the employee shall also receive an additional (EDO) day. Time off (EDO) shall be taken at such time as may be approved by the Department Director and in accordance with the policies set forth by the Department Director.

Also, permanent full-time employees may receive a holiday for all days which may be appointed or recommended by the City Manager, the City Council, the Governor of this State, or the President of the United States, as a day of Thanksgiving, or for the general cessation of business.

Any permanent full-time employee required to work on the actual day of any one of the following 5 major holidays: Memorial Day (May 30th), Independence Day (July 4th), Labor Day (Sept. 5th), Thanksgiving Day (Nov. 24th), or Christmas Day (Dec. 25th) shall be paid at a rate of 1 ½ time for that shift regardless of whether or not time off had been taken during the applicable pay period.