

The City of Bridgeport will provide to all of its Full-Time employees (civil and non-civil service) Holidays off during the Calendar Year 2017 in accordance with legal Holidays observed by the State of West Virginia under WV code 2-2-1.

Those days are as follows:

HOLIDAYS 2017*

<u>Day Observed (see below for OT)</u>	<u>Holiday</u>	<u>Day of week</u>
January 2 nd	New Year's Day	Monday
January 16 th	Martin Luther King's Birthday	Monday
February 20th	President's Day ***	Monday ***
May 29 th	Memorial Day	Monday
June 13th	City Election ***	Tuesday ***
June 20 th	West Virginia Day	Tuesday
July 4 th	Independence Day	Tuesday
September 4 th	Labor Day	Monday
October 9th	Columbus Day ***	Monday ***
November 10 th	Veteran's Day	Friday
November 23 rd	Thanksgiving Day	Thursday
November 24 th	Day after Thanksgiving (Lincoln's Day)	Friday
December 22 nd	Christmas Eve +	Friday +
December 25 th	Christmas Day	Monday

+The State recognizes December 22nd – ½ Day Christmas Eve and December 29th – ½ Day New Year's Eve. The City of Bridgeport will recognize the Christmas holiday as full days on December 22nd & 25th.

*** These (3) 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 29th), Independence Day (July 4th), Labor Day (Sept. 4th), Thanksgiving Day (Nov. 23rd), or Christmas Day (Dec. 25th) shall be paid at a rate of 1 ½ time for hours worked that day regardless of whether or not time off had been taken during the applicable pay period.