

**The City of Bridgeport will provide to all of its Full-Time employees (civil and non-civil service) Holidays off during the Calendar Year 2012 in accordance with legal Holidays observed by the State of West Virginia under WV code 2-2-1.**

**Those days are as follows:**

**HOLIDAYS 2012\***

January 2 <sup>nd</sup>	New Year's Day Holiday
January 16 <sup>th</sup>	Martin Luther King's Birthday
<b>February 20<sup>th</sup></b>	<b>President's Day***</b>
<b>May 8<sup>th</sup></b>	<b>Primary Election Day***</b>
May 28 <sup>th</sup>	Memorial Day
June 20	West Virginia Day
July 4	Independence Day
September 3	Labor Day
<b>October 8<sup>th</sup></b>	<b>Columbus Day ***</b>
<b>November 6<sup>th</sup></b>	<b>General Election Day***</b>
November 12 <sup>th</sup>	Veteran's Day
November 22 <sup>nd</sup>	Thanksgiving Day
November 23 <sup>rd</sup>	Thanksgiving Holiday
December 24 <sup>th</sup>	Christmas Eve ½ Day
<b>December 25<sup>th</sup></b>	<b>Christmas Day</b>
December 31 <sup>st</sup>	½ day New Year's Eve

**\*\*\* 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 either 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.**