



CHATHAM AREA TRANSIT

OBSERVED HOLIDAYS POLICY

Approved By: Board of Directors on August 27, 2024

Effective Date: September 1, 2024

PURPOSE:

Chatham Area Transit Authority provides eligible employees with paid time off for observed holidays each year. The administrative office will be closed, and all eligible full-time employees are eligible to receive pay for the following holidays:

New Year's Day (January 1)	Martin Luther King Jr's Birthday (third Monday in January)	Memorial Day (last Monday in May)
Juneteenth National Independence Day (June 19)	Independence Day (July 4)	Labor Day (first Monday in September)
Veterans Day (November 11)	Thanksgiving Day (fourth Thursday in November)	Post Thanksgiving Day (day after Thanksgiving)
Christmas Eve (December 24)	Christmas Day (December 25)	New Year's Eve (December 31)
Plus Four (4) Floating Holidays		

Should a holiday fall on a Saturday, the holiday will be observed on the Friday before the holiday. Should the holiday fall on a Sunday, the holiday will be observed on the Monday following the holiday.

DEFINITIONS:

1. Observed Holidays – the date which the Authority celebrates or recognizes a public holiday
2. Holidays – any day other than Saturday or Sunday on which the Authority administrative offices are closed
3. Floating Holidays - a flexible day off work that can be taken when an employee chooses which are not tied to a specific date or event and can “float” to the date selected by the employee each year.

Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority's holiday policy for exempt employees:

- If operational demands do not allow for an employee to observe a recognized holiday away from the office, such employee will be granted an additional floating holiday.
- Holidays will not be paid to employees on any type of unpaid leave.

Non-Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority's holiday policy for non-exempt employees:

- Holiday pay is calculated at an individual employee's base hourly rate of pay.
- Holiday pay will not count as time worked for the purpose of overtime calculations.
- If an employee is scheduled to work on a holiday, he or she will be paid his or her regular rate of pay plus eight (8) hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay. Exceptions will be made for those employees on approved paid leave (i.e., vacation, sick, floating holiday, etc.)
- When a holiday falls within an eligible employee's vacation, the employee may elect to extend the vacation period by one day or may retain that vacation day for later use.
- Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by the Authority. Such unpaid time will be granted provided undue hardship is not introduced to the Authority and that all floating holidays have been exhausted.

Floating Holidays

All eligible full-time, non-union employees receive four (4) floating holidays per year in addition to vacation, sick leave and the Company's regular scheduled holidays. Floating holidays allow employees to have additional paid leave to cover absences for personal reasons such as religious observances or to supplement vacation, sick and holiday leave. The Company, at its discretion, can assign a floating holiday(s) to be observed on a specific day based upon operational needs. This evaluation of floating holidays will be done on an annual basis and communicated during the annual distribution of the holiday schedule. Employees may request to use a floating holiday for any day including a holiday that is not a recognized Company paid holiday as identified in this policy.



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Floating holidays are available on January 1 of each calendar year for all eligible employees employed as of that date.

New employees hired:

January – March	4 Floating Holidays
April – June	3 Floating Holidays
July – September	2 Floating Holidays
October – December	1 Floating Holidays

Floating holidays must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

A floating holiday must be scheduled and approved in advance by the employee’s department manager.

PROCEDURE:

1. A holiday schedule will be developed by the Human Resources (Benefits) Department annually to reflect the approved holidays according to this policy.
2. The holiday schedule will be transmitted to the employees in December prior to the new calendar year.

APPLIES TO:

All full-time administrative classified employees of Chatham Area Transit Authority.



900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2025-08-016-002

AGENDA MONTH AND YEAR: August 27, 2024

PROJECT NAME: Observed Holidays Policy and Flexible Policy Revisions

FROM: Niki Oxendine, Human Resources Manager

CORE VALUE: TEAMWORK AND PARTNERSHIP

BOARD OBJECTIVE: ESTABLISH OPPORTUNITES FOR THE INTERIM CEO AND BOARD TO REVIEW, REVISE, AND/OR UPDATE POLICIES.

RECOMMENDATION [Agenda Summary]:

Staff Request Board consideration and approval of the revisions to the following HR policy:

- 1. Observed Holidays Policy

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

Record shows that the last policy revisions approved by the Board of Directors was at the June 17, 2014, regular meeting.

ISSUE:

As a component of the annual budget planning and approval process benefits which include holidays are incorporated within the salary and wages object code for non-union and union employees. Therefore, CAT is required to update the Observed Holiday Policy to reflect the past approvals and to ensure that CAT employees are guided by up-to-date policies in its day-to-day operations.

DISCUSSION:

Observed Holidays Policy Revisions:

Provides minor clarification edits as blue-lined. The major, blue-lined edits include adding the Juneteenth and Veteran days to the policy. The original policy was also transferred to the new policy template approved by the Board of Directors in 2020.

CAT Management understands the importance of having clear well-defined workplace policies. Policies communicate the organization’s culture, values, and philosophy. They cover what employees can expect from the organization (employee benefits, vacation leave), what the Authority expects from employees (code of conduct), and what customers and the community can expect from the organization (customer services). CAT will benefit when the Authority has well written, clear and easy-to-understand language in policies that outline the Authority’s expectations of employees at every level.

Staff will continue to provide the Board of Directors with draft policies for consideration that will help guide its employees with the principles and procedures in the day-to-day routines of their jobs, which is the overarching purpose of strong HR policies.

Understanding that the Board of Directors’ goal is to enhance the retention and employee benefits, approving the revisions to this policy provides the employees with the benefit of paid holidays. It also provides another marketing tool for HR recruitment to share the great benefits that CAT offers while we are recruiting new employees.

PROCUREMENT | COMPLIANCE (provided by the Procurement Officer):

N/A

FINANCIAL IMPACT:

The financial impact for the revision of the observed Holiday Policy to include Juneteenth and Veteran’s Day is neutral. The addition of the two observed holidays enhances CAT employees’ benefit package. This affords employees paid days off and will compensate essential employees according to the wage & salary policy who are required to work on specified observed holidays. CAT offering desired benefits assist in attracting and retaining employees, increase employee satisfaction and create a more productive work environment.

Holiday Cost Calculation			
FY2025			
	Division	Employees	Holiday Cost One (1) Day
	Fixed Route	81	16,546
	Paratransit	39	5,736
	CATConnect	3	408
	Microtransit	2	272
	Marine	3	504
	Maintenance & Asset Mgt	29	6,093
	Safety Security & Risk Mgt	10	1,380
	Service Quality & Customer Care	8	1,042.00
	Total	175	31,981.00

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request Amount	State Funding Request	Local Funding	Total Funding Amount
Holiday Pay	N/A		Salary and Wages (per division)	0.00	0.00	\$31,981.00	\$31,981.00
TOTAL SECTION FUNDS:							\$31,981.00

NEXT STEPS:

With Board approval, CAT will update its holiday schedule and provide a copy to its employees.

ATTACHMENTS:

Draft Observed Holidays Policy

COMMITTEE ASSIGNMENT:

Committee did not meet this month.

PROPOSED MOTION: (to be read into the minutes)

Move to approve the authorization for the interim Executive Director to implement the revised Observed and Floating Holidays Policy.

REQUIRED SIGNATURES	
<u>Department Head:</u> Prepared by: Nike Oxendine, Human Resources Manager	<u>Department Chief:</u> Reviewed by: Chief Name, Title
<u>Procurement Compliance Officer:</u> Procurement Compliance Reviewed by: Staff Name, Title	<u>Chief Financial Officer:</u> Financial Impact and Budget Reviewed by: Gloria Royal, Interim Chief Financial Officer
<u>Executive Director/CEO:</u> Final Reviewer:	

This section is completed by the Board Administrator

Passed and approved this 27th day of August 2024 Passed 9-0

Motioned by: Director Helen Stone

Seconded by: Director Bobby Lockett

AGENCY BOARD DESIGNEE:

Beverly Dumas

Board Approval (signed by Board Chair or Board Administrator)