

AN ORDINANCE AMENDING SECTION 21-38 OF THE CODE OF ORDINANCES DECLARING JUNETEENTH INDEPENDENCE DAY (JUNE 19<sup>TH</sup>) AND VETERANS DAY (NOVEMBER 11<sup>TH</sup>) AS HOLIDAYS FOR ALL CLASSIFIED CIVIL SERVICE EMPLOYEES, EFFECTIVE JANUARY 1, 2022.

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BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1-- That Section 21-38 of the Code of Ordinances be and hereby is amended to read as follows:

- (a) The following days are declared holidays for all classified civil service employees:
- (1) The first day of January (New Year's Day).
  - (2) The third Monday in January (Martin Luther King, Jr. Day).
  - (3) The third Monday in February (Washington's Birthday).
  - (4) The last Monday in May (Memorial Day).
  - (5) The nineteenth day of June (Juneteenth Day).
  - (6) The fourth day of July (Independence Day).
  - (7) The first Monday in September (Labor Day).
  - (8) The eleventh day of November (Veterans Day).
  - (9) The fourth Thursday (Thanksgiving Day) and Friday in November.
  - (10) The twenty-fourth day of December (Christmas Eve).
  - (11) The twenty-fifth day of December (Christmas Day).
- (b)(1) When any holiday listed above falls on a Saturday or Sunday, the preceding Friday or following Monday may be designated as a holiday by a proclamation of the mayor.
- (b)(2) In addition, on January 1 of each calendar year, each employee shall be granted two (2) swing holidays which may be taken by employees at any time during the calendar year in accordance with the requirements of subsections (c) and (d) of this section.
- (c) No employee shall lose any pay as a result of the advent of a designated holiday. Employees required to work on a holiday shall be compensated by equal time off at the earliest opportunity instead of by additional pay. Holiday leave may only be utilized upon the supervisor's prior approval of the written request of the employee. Holiday leave time may be used in any increment; provided that holiday leave will not be granted in excess of holiday credit earned by service prior to the starting date of leave. It shall be scheduled with regard to operating requirements, seniority of the employees, and insofar as possible, as requested by the employee. An employee may not carry forward more than ten (10) working days (eighty (80) hours) of holiday leave past January 1 of any calendar year. Upon separation from service, all employees shall be paid for accumulated holiday

leave at their then current pay rate under sections 21-25 and 21-31 computed on an hourly basis.

In situations where an employee is unable to obtain prior written approval, the employee may contact his supervisor and obtain verbal approval prior to using holiday leave. A leave form shall be submitted once the employee returns to work to document the verbal approval.

Section 2 – That this Ordinance shall become effective January 1, 2022.

PASSED URBAN COUNTY COUNCIL: October 28, 2021



MAYOR

ATTEST:



CLERK OF URBAN COUNTY COUNCIL

PUBLISHED: November 4, 2021-1t

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