

Resolution No. 14-013

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARLIN, TEXAS  
AMENDING THE HOLIDAY POLICY CONTAINED IN THE PERSONNEL POLICY  
ADOPTED BY RESOLUTION 13-050 FOR THE CITY OF MARLIN EMPLOYEES.**

**WHEREAS,** the Marlin City Council adopted a comprehensive Personnel Policy by Resolution 13-050; and

**WHEREAS,** in practice a portion of the policy relating to Holidays has been found to be confusing and inconsistent, and

**WHEREAS,** the City Council has determined that it is in the best interest of the City of Marlin and its employees to adopt the revised Holiday Policy referenced below.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Marlin, Texas that the following is hereby approved:**

**SECTION 1.** Paragraph F. HOLIDAYS on page 47 of the Personnel Policy referenced above is hereby repealed.

**SECTION 2.** The following revised Paragraph F. HOLIDAYS is hereby adopted:

F. HOLIDAYS

The City will designate official paid holidays for all employees as determined by the City Council by resolution each year. The official holidays generally recognized by the City are:

New Years Day  
Martin Luther King, Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
September 11<sup>th</sup> (Firemen only)  
Veterans Day  
Thanksgiving Day and day after  
Christmas Eve and Christmas Day

If an approved holiday falls on a Saturday, it will be observed on the preceding Friday. An approved holiday falling on a Sunday will be observed on the following Monday. As

many employees as possible will be given each holiday off, consistent with the maintenance of essential City functions. Because it is not possible to give all employees the holiday off, all shift work employees will be paid an eight hour day for each holiday, whether or not the employee is scheduled to work on that day.

Holidays falling within an employee's vacation period or within a period of absence properly chargeable to some other leave will be paid as a holiday and will not be counted against that other leave.

Employees who are members of a religious faith celebrating widely recognized religious holidays that are not also City holidays may take leave for those days and charge such time against the annual vacation leave, subject to the policies and procedures contained in Section 16 VACATION LEAVE of the Personnel Policy.

**SECTION 3.** This Resolution takes effect immediately upon passage.

**Passed, Approved and Adopted on this the 13<sup>th</sup> day of May, 2014.**



*Elizabeth Nelson*  
Elizabeth Nelson, Mayor

*Sandra Herring*  
Sandra Herring, City Secretary