

HUMAN RESOURCES, ATTENDANCE, AND LEAVE	 <b>DEPARTMENT OF EMERGENCY COMMUNICATIONS</b>	Policy 210.04
Approved by:  	<b>Holiday Scheduling and Compensation Policy</b>	<b>Effective Date</b> January 4, 2026
Tony Bueno, Director	CALEA Standard(s): [CALEA Standards Referenced]	<b>Last Revision:</b> January 4, 2026

## Holiday Scheduling and Compensation Policy

### Purpose

This policy establishes uniform standards for the observation, scheduling, and compensation of City-recognized holidays for Department of Emergency Communications employees while ensuring continuous 24/7 operations

### Policy

The Department of Emergency Communications observes City of Milwaukee recognized holidays and establishes employee work schedules in accordance with City ordinance, and operational requirements. Because DEC operates on a continuous basis, employees may be required to work on holidays to maintain minimum staffing levels.

### Definitions

Term	Definition
<b>City-Recognized Holiday</b>	A paid holiday established by the City of Milwaukee.
<b>Observed Holiday</b>	The weekday on which a City recognized holiday is officially observed when the calendar date falls on a weekend.
<b>Optional Holiday</b>	A City-authorized holiday that eligible employees may elect to substitute for another recognized holiday within the same fiscal year.
<b>Work Week Start</b>	City Ordinance defines a work week as Sunday 00:00 through Saturday for time reporting purposes.
<b>Workday Start</b>	The DEC workday shall coincide with the day on which an employee's shift begins, regardless of time or hours worked on a specified day.

### Procedures

1. The City of Milwaukee recognizes the following paid holidays each calendar year:
  - a. New Year's Day – January 1
  - b. Dr. Martin Luther King Jr.'s Birthday – Third Monday in January
  - c. Good Friday
  - d. Memorial Day – Last Monday in May

- e. Juneteenth Day – June 19
- f. Independence Day – July 4
- g. Labor Day – First Monday in September
- h. Thanksgiving Day – Fourth Thursday in November
- i. Day After Thanksgiving
- j. Last Normal Workday Before Christmas Day
- k. Christmas Day – December 25
- l. Last Normal Workday Before New Year’s Day

## 2. Weekend Observance

When a holiday falls on a Saturday or Sunday, the City will observe the holiday on the designated weekday in accordance with City ordinance.

## 3. Scheduling and Staffing

Employees may be scheduled to work on holidays or observed holidays based on operational needs. Scheduling decisions are subject to minimum staffing requirements and supervisory approval.

## 4. Regular Off Days Falling on Holidays

When an employee’s regular off day falls on an observed City holiday, the holiday replaces the regular off day. The employee shall select an alternate regular off day within the same calendar week, subject to staffing needs and supervisory approval.

## 5. Optional Holiday (Cesar E. Chavez Day)

Eligible employees may elect to observe Cesar E. Chavez Day (March 31) as a paid holiday in lieu of one other City-recognized holiday within the same fiscal year. Requests must be submitted in writing at least thirty (30) days in advance and are subject to staffing requirements.

## 6. Work Day Start and Payroll

The work day shall be defined as the day on which a shift begins. Until such time as department and city scheduling and payroll systems can accommodate an alternative, all hours for a scheduled shift shall be reported on this day.

## Responsibilities

Employees are responsible for submitting holiday and optional holiday requests in accordance with this policy. Supervisors are responsible for scheduling, approving alternate off days, and ensuring minimum staffing levels are maintained. Management retains authority over final scheduling determinations.

## Compliance and Enforcement

Failure to comply with holiday scheduling requirements, reporting expectations, or approved schedules may result in disciplinary action consistent with the Department's Complaint and Discipline procedures.

## Related Policies / References

Scheduling Policy; Attendance Policy; Complaint and Discipline Procedure; City of Milwaukee Ordinance Chapter 350.

## CALEA Accreditation Alignment

This policy supports CALEA standards related to personnel scheduling, compensation, and continuity of operations. Specific standard references will be documented during accreditation review.