



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Birthday Holiday Policy
Creation Date: October 3, 1995
Revision Date: May 30, 2015
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

POLICY: BIRTHDAY HOLIDAY POLICY

The City of El Paso's Classification and Compensation Ordinance 8064 recognizes an employee's birthday as a holiday. The ordinance allows for employees to be given equal time off should their services be needed on their actual birth date, or should their actual birth date fall on a non-scheduled work day.

An employee, with the approval of his or her department head, may take a Birthday Holiday within fourteen (14) calendar days prior to or following the employee's actual birth date. Any leave not taken within twenty-eight (28) days will be lost.

APPROVED BY:

FOR 
TOMAS GONZALEZ, City Manager

DATE: 