
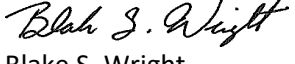




NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Holidays	SECTION/TOPIC: PERSONNEL
NUMBER: 200-8	ISSUE DATE: 7/1/17
REVISION DATES: 11/13/17, 9/1/18, 4/18/19, 7/1/19, 1/23/20, 01/01/2023, 01/01/2023	APPROVED BY:  Gary Vickerson PRESIDENT – BOARD OF DIRECTORS  Blake S. Wright FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure establishes how Holidays will be administered.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department.

III. PROCEDURE

- A. The Northern Wake Fire Department will recognize the following Holidays:
1. New Year's Day
 2. Martin Luther King Jr. Birthday
 3. Good Friday
 4. Memorial Day
 5. Juneteenth
 6. Independence Day
 7. Labor Day
 8. Veteran's Day
 9. Thanksgiving
 10. Christmas
- B. Full-Time Administrative employees, who work a 40-hour per week schedule, will receive the following days off with pay for Holidays.
- C. If the Holiday(s) falls on a weekend, Full-Time Administrative employees will recognize the next weekday(s) as the observed Holiday(s).

- D. If an employee is not scheduled to work on a recognized Holiday, the employee is entitled to receiving straight time pay for 8 hours. If an employee works the Holiday, they shall receive overtime pay for actual hours worked on the holiday even if they do not exceed 40 hours in a week.
- E. Unless approved for leave, full-time shift employees who work on the following Holidays, will be compensated at double-time pay for the actual hours worked on the Holiday.
- F. Part-Time employees who work on the following Holidays, will be compensated at double-time pay for the actual hours worked on the Holiday.
- G. Volunteer Duty Crew members who pull duty on the following Holidays, will receive a Holiday stipend amount as provided in SOP 200-5.
- H. Volunteer members, who fill-in for a full-time shift vacancy on the following Holidays, will receive a fill-in stipend amount as provided in SOP 200-5.

2023 HOLIDAY SCHEDULE		
New Year's Day	January 1 st , 2023	Sunday
Martin Luther King Birthday	January 16 th , 2023	Monday
Good Friday	April 7 th , 2023	Friday
Memorial Day	May 29 th , 2023	Monday
Juneteenth	June 19 th , 2023	Monday
Independence Day	July 4 th , 2023	Tuesday
Labor Day	September 4 th , 2023	Monday
Veteran's Day	November 11 th , 2023	Saturday
Thanksgiving	November 23 rd , 2023	Thursday
Thanksgiving	November 24 th , 2023	Friday
Christmas	December 24 th , 2023	Sunday
Christmas	December 25 th , 2023	Monday
Christmas	December 26 th , 2023	Tuesday

2024 HOLIDAY SCHEDULE		
New Year's Day	January 1 st , 2024	Monday
Martin Luther King Birthday	January 15 th , 2024	Monday
Good Friday	March 29 th , 2024	Friday
Memorial Day	May 27 th , 2024	Monday
Juneteenth	June 19 th , 2024	Wednesday
Independence Day	July 4 th , 2024	Thursday
Labor Day	September 2 nd , 2024	Monday
Veteran's Day	November 11 th , 2024	Monday
Thanksgiving	November 28 th , 2024	Thursday
Thanksgiving	November 29 th , 2024	Friday
Christmas	December 24 th , 2024	Tuesday
Christmas	December 25 th , 2024	Wednesday
Christmas	December 26 th , 2024	Thursday

2025 HOLIDAY SCHEDULE		
New Year's Day	January 1 st , 2025	Wednesday
Martin Luther King Birthday	January 20 th , 2025	Monday
Good Friday	April 18 th , 2025	Friday
Memorial Day	May 26 th , 2025	Monday
Juneteenth	June 19 th , 2025	Thursday
Independence Day	July 4 th , 2025	Friday
Labor Day	September 1 st , 2024	Monday
Veteran's Day	November 11 th , 2025	Tuesday
Thanksgiving	November 27 th , 2025	Thursday
Thanksgiving	November 28 th , 2025	Friday
Christmas	December 24 th , 2025	Wednesday
Christmas	December 25 th , 2025	Thursday
Christmas	December 26 th , 2025	Friday