

**ORDINANCE NO. 1780**

**AN ORDINANCE AMENDING ORDINANCE NO. 1510  
KNOWN AS THE PERSONNEL RULES, POLICIES  
AND PROCEDURES ORDINANCE**

BE IT ORDAINED BY THE CITY OF FAIRHOPE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA, as follows:

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain sections below:

**Amend the following to:**

**SECTION 7 – TIME OFF FROM WORK**

**7.01 PAID HOLIDAYS**

The City observes the following as paid holidays for regular full-time employees and appointed officials:

New Year's Day: January 1st

Martin Luther King's Birthday: Third Monday in January

Mardi Gras Day

Memorial Day: Last Monday in May

Juneteenth Day: June 19th

Independence Day: July 4th

Labor Day: First Monday in September

Veteran's Day: November 11th

Thanksgiving Day: Fourth Thursday in November

Day after Thanksgiving

Christmas Eve: December 24th

Christmas Day: December 25th

The City Council may grant additional days off.

Paid holidays that fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday. To receive holiday pay, the employee must work the last scheduled workday before and the first scheduled workday after the holiday unless the employee's Department Head has approved the scheduled work day off in advance as paid vacation under *Personnel Rules Section 7.03*.

**Work On Holidays**

Because many essential City services must be provided on holidays, employees, including part-time and temporary employees, may be scheduled to work on a holiday. If so, the employee will be paid one and one-half times his/her regular rate of pay for all hours worked on the holiday.

In addition, to prepare for certain holidays as determined by the Mayor, employees may be paid at their overtime rate for set-up activities even if the work is not performed on the holiday and regardless of whether the employee works in excess of 40 hours during the workweek.

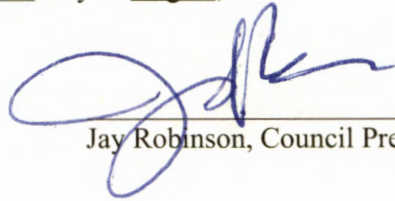
**7.02 BIRTHDAY**

Regular full-time employees with at least one year of service may take their birthday as a paid day off. With prior permission of the Department Head, the birthday paid leave may be taken at any time during the calendar year, but may not be carried to the next calendar year.

Section 2. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 3. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted this 14th Day of August, 2023

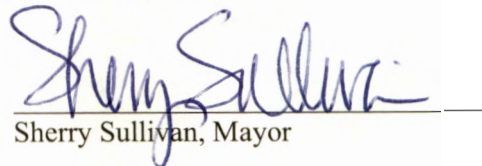


Jay Robinson, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Adopted this 14th Day of August, 2023

  
Sherry Sullivan, Mayor