



**CITY OF MILWAUKEE
Department of Employee Relations**



REQUEST FOR OPTIONAL HOLIDAY

Common Council File #131630 and #131794 have been approved establishing Cesar E. Chavez Day (March 31st) and Juneteenth Day (June 19th) as optional holidays for eligible City of Milwaukee employees. An eligible employee for purposes of this legislation is one who is eligible for holiday pay, subject to the City's collective bargaining obligations, as applicable, under s. 111.70, Wis. Stats.

In order for an employee to request Cesar E. Chavez Day or Juneteenth Day as a holiday, the day must fall on a day when the department is open for business. Eligible employees may request March 31st and/or June 19th off as a paid holiday in lieu of one of the eleven recognized City holidays under Chapter 350-1 of the Milwaukee Code.

It is the responsibility of the Department Head or his/her designee to ensure that adequate staffing levels are maintained and to require employees, at the time of the request, to designate which official Holiday within that fiscal year they are "substituting" for the optional holiday. Supervisors must ensure that earned vacation or comp-time is used for the substituted holiday. Please note that this legislation does not change the total number of holidays with pay granted to employees on an annual basis.

An employee who wishes to request an optional Holiday is required to submit a written request, and to comply with departmental work rules and policies regarding optional Holidays.

Name:		Employee ID #	
First	Initial	Last	ID #
Department/Division:		Job Title:	
I request to use my Holiday Pay to observe the following Optional Holiday(s) during the Fiscal Year of _____			
<input type="checkbox"/> Cesar E. Chavez Day (March 31)		<input type="checkbox"/> Juneteenth Day (June 19)	
I understand that if my request is approved I will receive Holiday Pay for the day(s) requested above in lieu of one of the eleven recognized City holidays under Chapter 350-1 of the Milwaukee Code, and that I will be required to substitute my earned vacation or comp-time pay for the substituted holiday. I agree to reserve accrued vacation or comp-time to be used on the following designated holiday(s):			
_____ Hours of Vacation Pay		_____ Hours of Comp-Time	
<input type="checkbox"/> New Year's Day – January 1		<input type="checkbox"/> Thanksgiving Day	
<input type="checkbox"/> Dr. Martin Luther King Jr.'s birthday – Third Monday in January		<input type="checkbox"/> Day after Thanksgiving Day	
<input type="checkbox"/> Good Friday		<input type="checkbox"/> Christmas Day – December 25	
<input type="checkbox"/> Memorial Day – Last Monday in May		<input type="checkbox"/> Last work day before Christmas Day	
<input type="checkbox"/> Independence Day – July 4		<input type="checkbox"/> Last work day before New Year's Day	
<input type="checkbox"/> Labor Day – First Monday in September			
Employee Signature:		Date of Request:	
This section for Departmental Use:			
Supervisor's Recommendation:		Date Received by Supervisor: _____	
<input type="checkbox"/> Recommend to approve this request			
<input type="checkbox"/> Recommend to deny this request – provide reason for denial			
Supervisor Name	Title	Signature	Date of Supervisor's Review
Approving Officer Name:	Title	Signature	Date