

Holiday Policy

*Effective Date: Adopted 8/65; Revised 7/80; 11/88; 5/05; 7/08; 06/17; **07/19***

§-I. PURPOSE To provide County employees with a list of the standard holidays observed by the Board of Commissioners and to provide procedures for holiday compensation.

§-II. SCOPE Full-Time and Regular Part-Time (graded) Employees.

§-III. POLICY Each full-time or regular part-time employee in pay status shall be entitled to up to eight (8) hours pay for the holidays established by the Governing Authority of the County. Employees working a 56-hour week will be entitled to 12 hours for each established holiday. Any employee working a workweek other than 40 or 56 hours will have holiday hours pro-rated.

§-IV. PROCEDURES

1. If an employee is required by the department head to work on a County holiday, the hours worked should be accurately recorded and will be properly compensated as hours worked. Based on a department head's consideration of budget restraints and the ability to allow the employee to later take time off, the pay the employee would normally receive for a holiday on which the employee was not working will be handled in one of two ways.

The department head can authorize the employee to be paid up to eight (8) hours holiday pay for each holiday worked. Employees in a 56-hour work week policy may be paid up to twelve (12) hours holiday pay. In that event, the holiday hours will not be treated as hours worked to compute overtime pay.

In the alternative, the department head may elect to treat an employee's holiday hours as a "holdover holiday." In that case, the holiday hours will neither be paid for nor be counted towards the week's total hours. Instead, the holiday hours will be added to the employee's accumulated annual leave balance.

If a holiday falls on a normal workday for a regular part-time employee, the employee will be eligible to receive payment (at his or her regular straight-time, hourly rate) for the number of hours that he or she is normally scheduled to work on that holiday.

Temporary and/or seasonal workers and interns will not be eligible for holiday pay.

2. At present, holidays established by the Governing Authority of the County are:

- New Year's Day
- Martin Luther King, Jr. Day
- Easter Holiday
- Memorial Day
- Independence Day
- Labor Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas (2 days)

3. For holiday pay, an employee shall be considered in pay status if he/she works or is on approved leave with pay the work shift prior and following the approved holiday.