Holiday Policy

Effective Date: August 1965
BOC Amended: 7/1980; 11/1988; 5/2005; 7/2008; 6/2017; 7/2019

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Board of Commissioners (BOC)
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Related Standards	N/A
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HR Review Cycle	Every 3 years

1. 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.

2. SCOPE

This policy applies to full-time and part-time (graded) positions. If you have questions regarding this policy, contact the Human Resources Department.

3. 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.

I. 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 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.

II. 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)

III. 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.

4. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

5. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	08-1965		Adoption
	07-1980		Revision
	11-1988		Revision
	05-2005		Revision
	07-2008		Revision
	06-2017		Revision
	07-2019		Revision
v.1.0-2020	10-2020		Reformat