

## CORPORATE POLICY

<b>SUBJECT: Paid Holidays</b>	<b>CATEGORY: Human Resources</b> <b>ORIGINAL DATE: May 13, 2004</b> <b>REVIEWED DATE: February 22, 2017</b> <b>REVISION DATE: February 26, 2020</b>
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**I. POLICY:**

A. The following are Lake County Health Department and Community Health Center (LCHD/CHC) authorized holidays:

Fixed Holidays

- New Year's Day ..... January 1<sup>st</sup>
- Memorial Day ..... Last Monday in May
- Independence Day..... July 4<sup>th</sup>
- Labor Day..... First Monday in September
- Thanksgiving Day ..... Fourth Thursday in November
- Day after Thanksgiving ..... Fourth Friday in November
- Christmas Eve ..... December 24<sup>th</sup>
- Christmas Day ..... December 25<sup>th</sup>

Floating Holidays (on floating holidays programs are required to remain open)

- Martin Luther King's Birthday ..... Third Monday in January
- Lincoln's Birthday..... Third Monday in February
- Good Friday..... Friday before Easter Sunday
- Columbus Day ..... Second Monday in October
- Veterans Day..... November 11<sup>th</sup>

1. When an authorized holiday falls on a Sunday, the Monday immediately following shall be observed as the holiday. When an authorized holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.
2. In 24-hour programs, a holiday shall be observed from midnight of the calendar date of the holiday. If an employee is required to work on a scheduled holiday, an alternative day (deferred holiday) will be scheduled and approved by the immediate supervisor or their designee.
3. An employee observing a religious holiday on a normal scheduled workday not recognized as an authorized holiday as defined by this policy, shall use available leave time (i.e., compensatory, vacation, deferred holiday or personal leave) to cover their absence. If the employee does not have leave time available, the religious holiday may be taken without pay, with the approval of the immediate supervisor or designee.
4. To be eligible for holiday pay, an employee must have been employed for 15 calendar days prior to the holiday. An employee must have worked or been on paid leave on the workday before and after the paid holiday. An employee must be on the payroll on the workday immediately preceding and the workday immediately following a holiday to be eligible for that holiday. "On the payroll" means employed by the Health Department and not on a leave of absence without pay.

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5. Regular full-time and part-time employees shall be compensated for authorized holidays. When a holiday falls on a day a part-time employee is not scheduled to work the deferred holiday credit will be pro-rated, if the employee is eligible.
  6. Holiday compensation shall be paid to the employee at their regular rate of pay for the hours worked during a fixed holiday.
  7. Holiday compensation shall be paid to the employee at their straight rate of pay for working on a deferred holiday.
  8. When a holiday falls within a period of paid leave, (i.e. sick leave, annual leave, etc.) the holiday shall not be counted as a workday in computing the amount of leave time deducted.
  9. An employee assigned or volunteering to work such days as authorized by their immediate supervisor or designee may take another day off within the calendar year.
  10. An employee eligible for holiday pay may take such time and split it into separate increments, but at no time shall leave credit be split into less than one-quarter (1/4) hour. This restriction applies to both fixed and floating holidays.
  11. An employee is allowed to carryover three (3) holidays, fixed and floating, into the new year, but the carried-over holiday(s) must be used by March 31<sup>st</sup>. If not used, those holidays will be forfeited.
- B. The purpose of this policy is to standardize holiday scheduling and compensation. This policy should be equitably applied to all Health Department employees.
1. Floating holidays are intended to expand public access to Health Department services while providing a benefit to Health Department employees. This benefit is lost however, if the scheduling of alternate days off is too stringent. The employee should be allowed some flexibility in taking these days off as long as it does not disrupt the work requirements of the program.

**II. SCOPE:**

All LCHD/CHC employees.

**III. PROCEDURE:**

None

**IV. REFERENCES:**

None

**V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

**VI. APPROVALS:**

Lake County Board of Health President



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Signature: \_\_\_\_\_ Date: \_\_\_\_\_