

## 4.1 Paid Holidays

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*Revision Date:* October 11, 2011

*Revision Date:* December 10, 2019

### Policy

- (1) The following days are authorized holidays granted by the County:

#### FIXED HOLIDAYS

<u>New Year's Day</u>	<u>January 1<sup>st</sup></u>
<u>Martin Luther King, Jr. Day</u>	<u>Third Monday of January</u>
<u>Memorial Day</u>	<u>Last Monday of May</u>
<u>Independence Day</u>	<u>July 4<sup>th</sup></u>
<u>Labor Day</u>	<u>First Monday of September</u>
<u>Thanksgiving Day</u>	<u>Fourth Thursday in November</u>
<u>Day after Thanksgiving Day</u>	<u>Day after Thanksgiving</u>
<u>Christmas Eve</u>	<u>December 24<sup>th</sup></u>
<u>Christmas Day</u>	<u>December 25<sup>th</sup></u>

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#### FLOATING HOLIDAYS

<u><del>President's Day</del> Lincoln's Birthday</u>	<u><del>Third Monday of February</del> 12th</u>
<u>Floating Holiday</u>	<u>Friday before Easter</u>
<u>Columbus Day</u>	<u>Second Monday in October</u>
<u>Veterans Day</u>	<u>November 11<sup>th</sup></u>

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<u>New Year's Day</u>	<u>January 1st</u>
<u>Martin Luther King's Birthday</u>	<u>January 15th</u>
<u>Lincoln's Birthday</u>	<u>February 12th</u>
<u>Good Friday</u>	<u>The Friday before Easter Sunday</u>
<u>Memorial Day</u>	<u>May 30th</u>
<u>Independence Day</u>	<u>July 4th</u>
<u>Labor Day</u>	<u>First Monday in September</u>
<u>Columbus Day</u>	<u>Second Monday in October</u>
<u>Veteran's Day</u>	<u>November 11th</u>
<u>Thanksgiving Day</u>	<u>Fourth Thursday in November</u>
<u>Day After Thanksgiving</u>	<u>Fourth Friday in November</u>
<u>Christmas Eve</u>	<u>December 24th</u>
<u>Christmas Day</u>	<u>December 25th</u>

~~New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day are fixed holidays. All other holidays are floating holidays. On the floating holidays, departments are required to remain open.~~

- (2) When an authorized holiday falls on Sunday, the following Monday shall be observed as the holiday. When an authorized holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

In departments which have twenty-four (24) hour per day operation, a holiday shall be observed from midnight to midnight of the calendar date of the holiday. If more than half of the hours worked on any work shift period falls on the holiday, the complete work period shall be considered as time worked on the holiday. If less than half of the hours worked falls on the holiday, the complete work period shall be considered as a normal workday.

- (3) Employees who observe a religious holiday on days which do not fall on Sunday or a legal holiday should use compensatory time accumulated, general leave, unused floating holidays or personal leave for such time. However, if the employee does not have compensatory time or general leave accumulated, such religious holidays may be taken without pay, with the approval of the Department Head and the Director of Human Resources.
- (4) To be eligible for holiday pay, an employee must have been employed for fifteen (15) calendar days prior to the holiday. An employee must have worked or have been on paid authorized leave on the workday before and after the paid holiday. An employee must be on the payroll on the workday immediately preceding and on the workday immediately following a holiday to be eligible for that holiday. On the payroll means employed by the County and not on a leave of absence without pay.
- (5) Regular part-time employees shall be compensated for holidays, according to hours of work that are normally scheduled for that workday. The holiday must fall on a day normally scheduled as a workday for regular part-time employees to be eligible for compensation.
- (6) Holiday compensation shall be paid to the employee at their regular rate for the hours worked during a fixed holiday by one of the following methods:
  - a. An alternate day off during the pay period in which the holiday occurs.
  - b. Compensatory time off at straight rate of pay for the hours worked.
  - c. Cash payment for the holiday at straight pay.
- (7) If an employee is required to work hours beyond their normal scheduled workday during an established workweek in which the employee received holiday pay, they shall be compensated for the additional hours in accordance with Policy 3-5, Part 5.
- (8) When a holiday falls within a period of paid leave, (i.e. sick leave, general leave, etc.) the holiday shall not be counted as a workday in computing the amount of leave time deducted.
- (9) Employees assigned or volunteering to work such days as authorized by their Department Heads may take another day off within the calendar year.
- (10) Employees will be allowed to carry over a total of 3 holidays (combined Floaters/Paid Holidays) into the next year, with the limitation that the time carried over must be used by the end of the first quarter (March 31st) of the new year, or it will be lost.

**Purpose**

- (1) The purpose of this policy is to standardize holiday scheduling and compensation. This policy should be equitably applied to all County employees.
- (2) Floating holidays are intended to expand public access to County services while providing a benefit to County 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 department.

**Procedure**

Holiday time shall be posted no later than the pay period following the time in which the holiday leave was taken to the employee's time card. ~~For hourly workers, the time will be recorded on the time card and posted on the Payroll Claim Form. For exempt employees, holiday leave is to be posted on the Payroll Claim Form. Benefit time balances are available bi-weekly on the summary of Benefits Hours Report.~~