

## SECTION 5.1: HOLIDAYS/PERSONAL DAYS

- A. All full-time employees are entitled to the following paid holidays:
1. New Year's Day, January 1.
  2. Martin Luther King Day, third Monday in January.
  3. President's Day, third Monday in February.
  4. Memorial Day, last Monday in May.
  5. Independence Day, July 4.
  6. Labor Day, first Monday in September.
  7. Veteran's Day, November 11.
  8. Thanksgiving Day, fourth Thursday in November.
  9. Friday after Thanksgiving.
  10. Christmas Day, December 25.
  11. One Personal Holiday (8 hours)
- B. If a holiday falls on Saturday, it will be observed on the preceding Friday; if it falls on Sunday, it will be observed on the following Monday.
- C. The Personal Holiday shall be requested by the employee in advance (unless a specific day, or portion of a day, is designated for all employees by the department head) by submitting a Time Off Request, and shall be scheduled by the employee's supervisor so as to not adversely affect the efficient operation of the department. If the employee does not use this personal holiday leave by December 31 each year, the holiday is forfeited.
- D. If a holiday occurs while an employee is on vacation or sick leave, vacation or sick leave will not be deducted from the employee's accrued balances.
- E. An employee who is not in active pay status on his/her normally scheduled work day immediately preceding any holiday provided for in this Section shall not be paid for that holiday. And, if an employee is *absent without approval* on the normally scheduled work day immediately preceding or immediately following any holiday provided for in this Section, the employee shall not receive pay for that holiday.
- F. The County Administrator or designee shall designate, once annually, the official dates of observance of all legal holidays, and cause such designation to be conspicuously posted in each department or agency.
- G. Additional Holiday(s) or Partial Holiday(s) may be designated by the Board of County Commissioners, at their discretion.
- H. Part-time employees are entitled to holiday pay only when the paid holiday occurs on a day when the part-time employee is normally scheduled to work.
- I. Intermittent, seasonal, or temporary employees are not "full-time" or "part-time" employees for purposes of this policy and therefore are not eligible for holiday pay.

Effective: November 12, 1991

Revised: 11/04/93, 12/06/00, 02/23/01, 01/23/02, 12/15/03, 01/01/08, 01/01/12, 01/01/18