



ADMINISTRATIVE POLICY MANUAL	SECTION Human Resources	NUMBER AM-503.1	EFFECTIVE DATE 10-31-2023
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POLICY:

It is the policy of the County to observe holidays each year on a schedule determined by the County Administrator. For each observed holiday, employees will receive an average day's wage as holiday pay.

COMMENT:

1. A schedule of holidays to be observed during each calendar year will be published by the Human Resources Department.
2. Employees will receive holiday pay regardless of whether they are regularly scheduled to work on that day. An average day's wage is defined as an employee's scheduled bi-weekly pay divided by ten days. Employees normally scheduled to work on the day of the week the holiday is being observed shall receive holiday pay for the number of hours they are normally scheduled to work, even if that is more or less than an average day's wage.
3. Temporary employees, employees on unpaid leave of absence, employees on layoff, and part-time employees hired on or after June 22, 2001, are not eligible for holiday pay.
4. To receive holiday-pay, an employee must be in an "active pay status" on the scheduled work days immediately preceding and immediately following the day on which the holiday is observed.
5. A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday.
6. Holidays which occur during an employee's annual leave or medical leave will be paid as holiday pay and shall not be charged against such annual leave or medical leave.
7. The County reserves the right to schedule work on an observed holiday in order to maintain essential services to the public. This work schedule will be approved by the department head in advance.
8. Any work performed on an observed holiday by a nonexempt employee will be paid at time and one-half rate, and these hours will not be included when counting toward a 40- hour work week for overtime purposes.



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9. Holiday pay will be counted as time worked for overtime calculations.
10. This policy does not apply to employees working a "112" hour schedule bi-weekly.*
11. The Personal Day (I) must be used in accordance with departmental vacation policies and must be scheduled and used by the employee within each fiscal year. A Personal Day not scheduled and used each fiscal year will be lost and not carried over or paid out in any fashion. The purpose of this Personal Day off is so employees may schedule time off (in advance) for a day that may be of importance to them on an individual basis. This Personal Day shall only be denied as a result of serious operational needs. **Personal Day time off may be requested in hourly increments.**
12. The holidays which shall be observed under this policy are:
 1. New Year's Day
 2. Martin Luther King Day
 3. Good Friday
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Veteran's Day
 8. Thanksgiving Day
 9. Day After Thanksgiving
 10. Day Before Christmas
 11. Christmas Day
 12. Personal Day*

***The Personal Day for non-union employees working a "112" hour schedule bi-weekly will equal one full shift**