

## HOLIDAYS

The holiday schedule will be determined and publicized several weeks before the start of the new year.

The County observes the following holidays:

- New Year's Day January 1
- Martin Luther King, Jr. Day 3<sup>rd</sup> Monday in January
- President's Day 3<sup>rd</sup> Monday in February
- Good Friday Variable by Easter
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1<sup>st</sup> Monday in September
- Veterans Day November 11
- Thanksgiving Day 4<sup>th</sup> Thursday in November
- Friday after Thanksgiving 4<sup>th</sup> Friday in November
- Christmas Eve December 24
- Christmas Day December 25 (plus modification made by County Mayor)

All full-time employees will receive holiday pay not to exceed eight (8) straight-time hours at their regular rate:

- provided they work a full shift on their last scheduled work shift prior to the paid holiday
- provided they work a full shift on their first scheduled work shift following the holiday
- should they be unable to work either of those two days because of illness.

Holiday pay will not be paid if:

- the employee is on layoff status
- the employee is a temporary or seasonal employee; part-time.
- the employee's department is not in operation because of a temporary shutdown
- the employee is on a non-pay leave of absence when the holiday occurs
- the employee is requested to work during a paid holiday and the employee refuses to do so.

If a holiday occurs during the employee's vacation, the employee's vacation will be extended by the number of holidays falling during the vacation period or an equal number of vacation days will be carried forward for future use.

If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

The County recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay, or personal time off. Requests for time off to observe religious holidays must be approved by the employee's supervisor.