

14. HOLIDAYS

14.1 Eligibility

- A. Only regular, probationary and limited term employees are eligible for paid holidays.
- B. An employee must work or be paid for all or part of both the employee's regularly scheduled workday before and after a holiday to be eligible for that holiday.
- C. An employee terminating employment for reasons other than paid County retirement may not use annual/vacation leave, sick leave or compensatory time on the day after a holiday if the last actual working day falls before the holiday. A holiday or floating holiday shall not be used as the date of termination in order to be paid for that day.
- D. Part-time employees shall receive paid holidays on the same basis as their basic workweek relates to forty (40) hours, regardless of work scheduled.

14.2 Fixed Paid Holidays

1. Fixed Paid Holidays Include:

January 1st	New Year's Day
Third Monday in January	Martin Luther King's Birthday
February 12th	Lincoln's Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4th	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day Indigenous Peoples' Day
November 11th	Veterans' Day
Thanksgiving Day	Traditional, as designated by the President
Day after Thanksgiving Day	Day After Thanksgiving
December 25th	Christmas Day

When a paid holiday falls on a Saturday, the preceding Friday is a paid holiday. When a paid holiday falls on a Sunday, the Monday following is a paid holiday. The half-day (½) holidays (Christmas Eve Day and New Years' Eve Day) shall generally be scheduled on the workday prior to the day the holiday (Christmas Day and New Years' Day) falls on.

2. Effective January 1, 2020 the fixed paid holidays in 14.2.1 shall be amended by adding:

December 24th Christmas Eve Day (beginning at 1:00 p.m.) –half-day (½) day (4 hours) at the end of shift

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December 31st New Year's Eve Day (beginning at 1:00 p.m.) –half-day (½) day (4 hours) at the end of shift

In accordance with County Code Section 2-01, the County's normal business hours are 8:00 a.m. to 5:00 p.m. As the normal workday is eight (8) hours and a normal meal period is one (1) hour, the County's anticipated meal period is from 12:00 to 1:00 which is unpaid. On these dates, employees who are scheduled to work, shall receive and shall use 4 hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

14.3 Other Paid Holidays

- A. ~~The last working day before Christmas Day or the last working day before New Year's Day.~~
1. ~~County offices shall remain open for business on both days.~~
2. ~~With approval of the employee's supervisor, the holiday may be taken any time during the period between Christmas Eve and February 15th of the new year.~~
3. ~~This paid holiday will sunset effective January 11, 2020.~~
- B. ~~Effective January 1, 2019, employees represented by the collective bargaining agreement~~ Employees shall be entitled to ~~one (1) paid floating holiday in each calendar year. Effective January 1, 2020, floating holidays shall be increased from one (1) to two (2) paid floating holidays in each calendar year.~~ The timing of the employee's use of floating holiday shall be subject to advance approval of the Department Head or ~~his/her~~ the Department Head designee. The holiday may be taken at any time during the calendar year, but must be taken within the calendar year.
- C. Special or limited holidays appointed by the President or the Governor.
- D. Such other days in lieu of holidays as the Board of Supervisors may determine.
- E. Any employee who is required to work on a fixed paid holiday, which is part of ~~his/her~~ the employee's regular work week, shall be entitled to holiday compensatory time off (CTO) for time actually worked. A full-time employee whose regularly scheduled day off falls on a full paid holiday shall be entitled to eight (8) hours of compensatory time off. A full-time employee whose regularly scheduled day off falls on a partial paid holiday shall be entitled to four (4) hours of holiday compensatory time off. Such compensatory time off shall be scheduled at the discretion of the department head. Departments shall make every effort to schedule the time off within the fiscal year in which it was earned. Holiday compensatory time off shall count as time worked for purposes of overtime. Time off on recognized fixed County holidays shall be counted as time worked for purposes of overtime calculation.
- F. At the end of the Fiscal Year, any unused holiday CTO shall be transferred to an employee's regular overtime CTO balance in lieu of pay, provided the combined CTO and holiday CTO does not exceed eighty (80) hours as provided in subsection

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20.4.B.11 of this Memorandum of Understanding.

- G. If a day of facilities/operations closure is on a Friday preceding a Saturday holiday, employees will receive up to eight (8) holiday CTO hours which may be taken on another day.

- H. A Department Head, with the concurrence of the County Administrator, may establish a “Holiday Adjusted Time” program. If a fixed County Holiday falls on an employee’s regularly scheduled work day the employee is granted eight (8) hours of paid holiday time or pro-rated if the employee is less than full-time. Holiday Adjusted Time may be granted, subject to the needs of the Department, to cover the balance of the employee’s normal hours that exceed the eight (8) hours of holiday pay. For example, an employee on a 4/10 work schedule may be permitted to work an additional two hours in the same work week as a fixed County Holiday. Holiday Adjusted Time may not be worked outside of department’s business hours unless authorized by the Department Head. An employee may combine an hour of Holiday Adjusted Time and available leave accrual to supplement the eight (8) hours of holiday pay. However, an employee may not take leave without pay if the employee has available leave accruals.