

14. HOLIDAYS

- A. Only regular and limited-term employees shall be eligible for paid holidays.
- B. An employee must work or be paid for all part or part of both the employee's regularly scheduled workday before and after a holiday to be eligible for that holiday.
- C. An employee who is terminating his/her/their employment for reasons other than paid County retirement may not use annual leave, sick leave or comp time on the day after a holiday if his/her ~~the employee's~~ last actual working day falls before the holiday. A holiday or floating holiday shall not be used as the date of termination (e.g., January 1st) in order to be paid for that day.
- D. A part-time employee shall receive those paid holidays on the same basis as his/her basic workweek relates to forty (40) hours, regardless of work scheduled.

E. Holidays Worked

Any employee who is required to work on a fixed paid holiday, which is part of his/her ~~the employee's~~ regular workweek shall be entitled to compensatory time off for the time actually worked. A full-time employee whose regularly scheduled day off falls on a paid holiday shall be entitled to eight (8) hours of compensatory time off. Such compensatory time off shall be scheduled at the discretion of the department head within one year from the day of the holiday. Holidays taken shall not be counted as time worked for purposes of overtime computation.

- F. 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.

G. Holidays

1. Fixed Paid Holidays Include:

- January 1st - New Year's Day
- The third Monday in January - Martin Luther King's Birthday
- February 12th - Lincoln's Birthday
- The third Monday in February - Washington's Birthday
- The last Monday in May - Memorial Day
- July 4th - Independence Day
- The first Monday in September - Labor Day
- The second Monday in October - ~~Columbus Day~~ Indigenous People's Day
- November 11th - Veterans' Day
- Thanksgiving Day - Traditional as designated by the President or Governor
- Friday - the day after Thanksgiving Day
- December 25th - Christmas Day

Effective the later of January 1, 2020 or the 1st of the month following MOU adoption, the fixed paid holidays in the above table shall be amended by adding:

- December 24th Christmas Eve Day (beginning at 1:00 p.m.)
- December 31st New Year's Eve Day (beginning at 1:00 p.m.)

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 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 four (4) hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

2. Other Paid Holidays Include:

- a. One (1) paid floating holiday in each calendar year. The timing of an employee’s use of the floating holiday shall be subject to advance approval of the Department Head or his/her designee.
- b. Special or limited holidays appointed by the President or Governor.
- c. Such other days in lieu of holidays as the Board of Supervisors may determine.

COUNTY:

UNION:

Georgia Cochran

Patricia Hernandez

Date: _____

Date: _____