

Distributed on October 5, 2022

14. HOLIDAYS

14.1 Eligibility

- A. Only regular, probationary, and limited-term employees shall be 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 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~~ **their** 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~~ **their** basic workweek relates to forty (40) hours, regardless of work schedule.

14.2 Holiday Compensation

- A. Any employee who is required to work on a fixed paid holiday, which is part of ~~his/her~~ **their** regular workweek shall be entitled to holiday compensatory time off (CTO) 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 holiday compensatory time. 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. Departments shall make every effort to schedule the time off within the fiscal year in which it was earned.
- B. Holiday CTO shall be transferred to an employee's regular overtime CTO balance in lieu of pay provided the combined CTO and holiday overtime does not exceed eighty (80) hours as provided in Section 8 of this Memorandum of Understanding.
- C. Holiday CTO time taken shall be counted as time worked for purposes of overtime computation.
- D. ~~For employees other than the Juvenile Correctional Counselor series (entry, journey, senior), w~~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. **For eligible employees, the half-day (1/2) holidays (Christmas Eve and New Years' Eve) shall generally be scheduled on the workday prior to the day the holiday (Christmas Day and New Years' Day) falls on.**
- E. **Effective January 1, 2024:**

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1. Paragraph (D) above shall apply only to employees other than employees in the Juvenile Correctional Counselor series (entry, journey, senior) who are assigned to the 24-hour facility; and
2. When a paid holiday falls on a Saturday or Sunday but the County observes it on a Friday or Monday and an employee in the Juvenile Correctional Counselor series (entry, journey, senior) who is assigned to the 24-hour facility works on the observed Friday or observed Monday, the employee will receive Holiday Compensation pursuant to Section 14.2 for working on that observed Friday or observed Monday; and
3. When a paid holiday falls on a Saturday or Sunday but the County observes it on a Friday or Monday, and an employee in the Juvenile Correctional Counselor series (entry, journey, senior) who is assigned to the 24-hour facility works on that holiday Saturday or holiday Sunday, the employee will receive Holiday Compensation pursuant to Section 14.2 for working on that Saturday or Sunday but will not receive Holiday Compensation if they also work on the Friday or Monday when the County observes the holiday.

14.3 Holidays

D. Fixed Paid Holidays Include:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday
in January Lincoln's Birthday	February 12
Washington's Birthday	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus <u>Indigenous Peoples' Day</u>	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
<u>December 24th</u>	<u>(Christmas Eve) (half-day (1/2) holiday (i.e., four hours) at the end of the employee's shift)*</u>
Day following Thanksgiving	Friday in November
Christmas	December 25
<u>December 31st</u>	<u>(New Year's Eve) (half-day (1/2) holiday (i.e., four hours) at the end of the employee's shift)*</u>

***Employees in the Juvenile Correctional Counselor series (entry, journey, senior) will not receive these fixed paid holidays.**

~~Effective January 1, 2020, the fixed paid holidays for represented~~

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~~employees excluding the Group Counselor series (entry, journey, senior) 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 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 four (4) hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

B. Other Paid Holidays Include:

1. Employees excluding the Juvenile Correctional Counselor Group ~~Counselor~~ series (entry, journey, ~~and~~ senior) shall receive two (2) paid floating holidays 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 designee.
2. Special or limited holidays appointed by the President or Governor.
3. Such other days in lieu of holidays as the Board of Supervisors may determine.
4. Employees in the Juvenile Correctional Counselor Group ~~Counselor~~ series (entry, journey, ~~and~~ senior) who are assigned to the 24-hour facility shall receive a total of three (3) Floating Holidays annually on January 1st of each succeeding year.
 - a. Only those employees who have either successfully completed their initial County probationary period are eligible to receive these Floating Holidays.
 - b. Employees who successfully complete their initial probationary period between January 1st and June 30th of any given year shall receive one (1) Floating Holiday effective July 1st of that year.
 - c. Employees who successfully complete their initial probationary period between July 1st and December 31st of any given year shall not receive any Floating Holidays for that year, but shall receive three (3) Floating Holidays effective January 1st of the succeeding year.

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- d. Subject to advance approval by the Department, these holidays may be taken at any time during the calendar year, but must be taken within the calendar year in which they are given. Floating Holidays are to be taken eight (8) hours at a time and are not to be utilized on a partial basis.
- e. Any eligible employee separating from County service who has not taken that calendar year's Floating Holidays shall not receive payment for any Floating Holiday balance.
- f. Part-time employees shall receive Floating Holidays in proportion to the relationship their basic workweek bears to forty (40) hours. The number of hours of entitlement for Floating Holidays earned while employed, as a full-time employee shall not be reduced by virtue of an employee's status being changed to part-time after such entitlements were earned as a full-time employee.
- g. When a **Juvenile Correctional Counselor** ~~Group Counselor~~ transfers to the 24-hour facility during the calendar year then the employee will receive pro-rata Floating Holidays for number of the full pay periods remaining in the calendar year.
- h. When a **Juvenile Correctional Counselor** ~~Group Counselor~~ transfers from the 24-hour facility during the calendar year, then the employee's unused Floating Holidays shall be reduced (eliminated) to zero (0) hours.