

3.4(3): Holidays

This policy applies as described below.

POLICIES AND PROCEDURES

Eligibility of Holiday Pay

To be eligible for Holiday Pay leave, employees must be classified as one of the following:

- Full-time regular, project-designated, grant-funded, executive or appointed (40 hours/week) , or
- Part-time 3 (30 to 39 hours/week)

Holiday pay does not apply to part-time 2 (RP2-20 to 29 hours/week), project designated part-time (PJ2-20 to 29 hours/week), seasonal positions, or temporary positions except as noted below.

Holidays are determined by the Board of County Commissioners, and shall be recognized and observed as paid holidays, which are equivalent to eight (8) hours of regular pay. Work schedules may need to be modified due to the date of the observed holiday.

Eligible employees shall receive their regular pay for holidays not worked and holidays worked:

- **Holidays Not Worked (Holiday Pay):** Eligible full-time employees receive eight (8) hours of regular pay for each designated holiday when they do not work on the holiday. Eligible part-time (30-39 hours per week) employees shall receive six (6) hours of regular pay for each designated holiday when they do not work on the holiday. Employees who are employed on the date of the holiday shall receive holiday pay.

Employees working flexible or alternative schedules should consult with their department director regarding the adjusted work schedule for the holiday week.

- **Holidays Worked (Holiday Premium Pay):** Eligible employees who must work on a holiday, because of department operational requirements, shall receive the above-mentioned holiday pay. They additionally receive one-and-one-half (1½) times their regular hourly rate (i.e., a regular hourly rate of \$8.00 per hour shall be paid at \$12.00 per hour) for the hours actually worked on the holiday.

3.4(3): Holidays (continued)

Holiday premium-pay hours do not count toward the forty (40) hours of regular hours that are worked for the calculation of overtime paid at one-and-one-half (1½) times the regular hourly rate.

- **Holidays Worked (part-time 2, project designated part-time, seasonal or temporary positions):** Employees in the above categories who must work on a holiday, because of department operational requirements, shall receive one-and-one-half (1½) times their regular hourly rate (i.e., a regular hourly rate of \$8.00 per hour shall be paid at \$12.00 per hour) for the hours actually worked on the holiday.

For purposes of this policy, a holiday is a twenty-four (24) hour period beginning at 12:00 midnight and ending at 11:59 p.m. on the holiday.