

14. HOLIDAYS

14.1 Holidays 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.
- E. 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.

14.2 Fixed Paid Holidays

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

Effective January 1, 2020 the fixed paid holidays in 14.2 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
- 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. Special or limited holidays appointed by the President or the Governor.
- B. Such other days in lieu of holidays as the Board of Supervisors may determine.
- C. Two (2) paid floating holiday in each calendar year. The timing of the employee's use of the floating holiday shall be subject to advance approval of the Department Head or ~~his/her~~ the Department Head's designee.

14.4 Holiday Compensation – ~~Supervising Group~~ Juvenile Correctional Counselor (Supervising)

Any ~~Supervising Group~~ Juvenile Correctional Counselor (Supervising) 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 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.

Departments shall make every effort to schedule the time off within the fiscal year in which it was earned. If the Department Head is unable to schedule sufficient time off during the fiscal year, the employees' accrual balance shall be reduced to eighty (80) hours at the beginning of the next fiscal year and employee paid for all hours reduced from the employee's balance at the employee's applicable straight time rate in effect on the last full pay period in June of the outgoing fiscal year; with payout occurring in July (the next fiscal year).

If allowable under the Post Employment Health Plan (PEHP) rules, instead of a cash out of holiday CTO at the end of the fiscal year, any unused hours above eighty (80) shall be

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transferred to the employee's PEHP at the employee's applicable straight time rate in effect on the last full pay period in June of the outgoing fiscal year; with the transfer of funds occurring in July (the next fiscal year).