

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 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 (e.g., January 1st) 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.
- A. 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
<u>December 24</u>	<u>Christmas Eve</u>
December 25 th	Christmas Day
<u>December 31st</u>	<u>New Year’s Eve</u>

~~Effective January 1, 2020 fixed paid holidays shall be amended by adding:~~

~~December 24th (Christmas Eve) beginning at 1:00 p.m. is a half-day (½) day holiday (i.e., four (4) hours) at the end of the employee's shift.~~

~~December 31st (New Year's Eve) beginning at 1:00 p.m. is a half-day (½) day holiday (i.e., four (4) hours) at the end of the employee's shift.~~

In accordance with County Code Section 2.01, the County's normal business hours are 8:00a.m. – 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 12:00 p.m. – 1:00 p.m., 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.

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 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.

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. Employees represented by this collective bargaining agreement shall be entitled to 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.