

14. HOLIDAYS

14.1 Eligibility

- A. Only regular, probationary, and limited-term employees shall be eligible for paid holidays.
- B. A new employee, whose first working day is the day after a paid holiday, shall not be paid for that holiday.
- C. An employee who is terminating his/her employment for reasons other than paid County retirement and whose last day as a paid employee is the day before a holiday shall not be paid for that holiday.
- D. An employee who is terminating his/her 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 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.
- E. An employee who is on leave of absence without pay in such a way that he or she is not authorized any pay for both the regularly scheduled working day before the holiday and the regularly scheduled working day after the holiday shall not be paid for that holiday.
- F. A part-time employee shall receive those paid holidays on the same basis as this or her hours worked related to forty (40) hours, regardless of work schedule.
- G. 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.
- H. A full-time employee whose regularly scheduled day off falls on a fixed paid holiday shall be entitled to eight (8) hours of additional Attorney Time Off, with the use and restrictions as provided by **Section 20.2, Attorney Time Off**.

14.2 Holidays

- A. Fixed Paid Holidays Include:

January 1 st	New Year's Day
The third Monday in January	Martin Luther King's Birthday
February 12 th	Lincoln's Birthday
The third Monday in February	Washington's Birthday
The last Monday in May	Memorial Day
July 4 th	Independence Day
The first Monday in September	Labor Day
The second Monday in October	Columbus Day <u>Indigenous People's Day</u>
November 11 th	Veterans' Day
4 th Thursday in November	Thanksgiving Day
The day after Thanksgiving Day	

December 25th

Christmas Day

Effective January 1, 2020, the fixed paid holidays in 14.2A shall be amended by adding:

December 24th

Christmas Eve (beginning at 1:00 p.m.)

December 31st

New Years Eve (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 p.m. to 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 schedule work shift.

Any employee who is required to work on the four (4) hours of holiday on Christmas Eve or New Year's Eve, which is part of his/her regular work week, shall be entitled to Attorney Time Off for the time actually worked, up to the maximum of four (4) hours.

B. Other Paid Holidays Include:

1. One (1) 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 designee. The holiday maybe taken at any time during the calendar year, but must be taken within the calendar year.
2. Such other days in lieu of holidays as the Board of Supervisors may determine.
3. Special or limited holidays appointed by the President or the Governor.

COUNTY:

UNION:

Charmie Junn

Costa Kerestenzis

Date: _____

Date: _____