

14. HOLIDAYS

- A. Only permanent, 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 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 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 full-time workweek relates to forty (40) hours, regardless of work scheduled.

14.1 Holiday Compensation

- A. **Holidays Worked**
Any employee whose work schedule does not provide for paid holidays off shall, during any pay period in which a fixed holiday(s) occurs, receive eight (8) hours pay for each holiday in addition to his/her regular pay. Previously accrued compensatory time off shall be scheduled with the approval of the department head. If time off cannot be scheduled, the employee shall be paid at the straight time rate on an hour for hour basis for all accumulated but unused Holiday compensatory time off as of the fiscal year in the last full pay period in the outgoing fiscal year..
- B. 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.

14.2 Holidays

- A. 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

County Proposal 4 – Unit 4
September 2, 2022

Columbus Indigenous Peoples' Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
Day following Thanksgiving	
Christmas	December 25

B. Other Paid Holidays Include:

1. Special or limited holidays appointed by the President or Governor.
2. Such other days in lieu of holidays as the Board of Supervisors may determine.
3. Floating Holidays annually in accordance with the following:
 - a. Three (3) Floating Holidays effective January 1st of each year. (The conditions listed below must be met in order to qualify for Floating Holidays.)
 - 1) Only those employees who have either successfully completed their initial County probationary period in this bargaining unit, or 26 full pay periods of continuous service, whichever is less, are eligible to receive these Floating Holidays.
 - a) Employees who successfully complete their initial probationary period in this bargaining unit between January 1st and June 30th of any given year shall receive one (1) Floating Holiday effective July 1st of that year.
 - b) Employees who transfer or promote into this bargaining unit from which they have previously earned three (3) days of floating holiday eligibility shall retain their floating holiday eligibility.
 - 2) Employees who successfully complete their initial probationary period within this bargaining unit between July 1st and December 31st of any given year shall not receive any Floating Holidays for that year, but shall receive two (2) Floating Holidays effective January 1st of the succeeding year.

- 3) 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. Part-time employees shall receive Floating Holidays in proportion to the relationship their basic workweek bears to forty (40) hours.
 - 4) Any eligible employee separating from County service who has not taken that calendar year's Floating Holidays shall receive payment for such holidays at the rate, which the employee is currently employed.
4. Employee's assigned to non-24 hour positions shall take the fixed holiday, unless otherwise required to work, as directed by the Sheriff.

14. HOLIDAYS

14.1 Eligibility for Holidays

- A. Only permanent, 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 work day before and after a holiday to be eligible for that holiday.
- C. 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 his/her 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 basic workweek relates to forty (40) hours, regardless of work scheduled.

14.2 Holiday Compensation

- A. Any employee whose work schedule does not provide for paid holidays off shall, during any pay period in which a fixed holiday(s) occurs, receive eight (8) hours pay for each holiday in addition to his/her regular pay. Any such employee whose work schedule is more than eight (8) hours in a workday, shall use his/her leave accrual balances to make up the difference between the holiday pay received and the hours required to complete his/her full work shift for that workday. Previously accrued holiday compensatory time off shall be scheduled with the approval of the department head. If time off cannot be scheduled, the employee shall be paid at the straight time rate on an hour for hour basis for all accumulated but unused Holiday compensatory time off as of the fiscal year in the last full pay period in the outgoing fiscal year.
- B. 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.

14.3 Holidays

- A. 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
<u>Columbus Indigenous Peoples' Day</u>	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
Day following Thanksgiving	
Christmas	December 25

B. Other Paid Holidays Include:

1. Special or limited holidays appointed by the President or Governor
2. Such other days in lieu of holidays as the Board of Supervisors may determine.
3. Floating Holidays annually in accordance with the following:
 - a. Three (3) Floating Holidays effective January 1st of each year. (The conditions listed below must be met in order to qualify for Floating Holidays.)
 - 1) Only those employees who have either successfully completed their initial County probationary period within this bargaining unit, or 26 full pay periods of continuous service, whichever is less, are eligible to receive these Floating Holidays.
 - a) Employees who successfully complete their initial probationary period within this bargaining unit between January 1st and June 30th of any given year shall receive one (1) Floating Holiday effective July 1st of that year.
 - b) Employees who successfully complete their initial probationary period within this bargaining unit between July 1st and December 31st of any given year shall not receive any Floating Holidays for that year, but shall receive two (2) Floating Holidays effective January 1st of the succeeding year.
 - c) Employees who transfer or promote into this bargaining unit from a bargaining unit from which they have previously earned three (3) days of floating holiday eligibility shall retain their floating holiday eligibility.
 - 2) 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. Part-time employees shall receive Floating Holidays in proportion to the relationship their basic work week bears to forty (40) hours.

3) Any eligible employee separating from County service who has not taken that calendar year's Floating Holidays shall receive payment for such holidays at the rate, which the employee is currently employed.

C. Employees assigned to non-24 hour positions shall take the fixed holiday, unless otherwise required to work, as directed by the Sheriff.

COUNTY:

UNION:

Georgia Cochran

David Brock

Date: _____

Date: _____