

## HOLIDAYS

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### SUMMARY

There are 13 County observed holidays each year:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Washington's Birthday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Employee's Birthday
Labor Day	Floating Holiday
Columbus Day	

Note: Specific Collective Bargaining Agreement (CBA) provisions govern the specific pay rules associated with holidays. The FY2011-14 CBA designate specific County observed holidays as holiday furloughs for certain bargaining units. Please check your specific collective bargaining unit contract to identify which holidays will be observed or designated as furloughs.

### PROCEDURE

1. Holidays falling on Saturdays are normally observed on the preceding Friday. Holidays falling on Sundays are normally observed on the following Monday. Human Resources Department, distributes a list of scheduled holidays to departmental personnel representatives annually.
2. The Floating Holiday may be taken on any regularly scheduled workday that is mutually convenient to the employee and the department. Full-time employees are eligible for their Floating Holiday after the completion of 9 pay periods. The Floating Holiday must be used during each fiscal year and may not be carried over to the following fiscal year.
3. The employee's Birthday Holiday may be used on the actual birthday. If the birthday holiday is not observed on the actual day, the department may allow the employee to use the Birthday Holiday for up to 6 months. If the Birthday Holiday remains unused after 6 months, it is forfeited.
4. To be paid for a holiday, an employee must be in pay status for the full workday immediately before and after the holiday. If the employee is not being paid for any part of the workday before or after the holiday, the employee will not be paid for the holiday.
5. For bargaining units where holiday premium pay is not suspended, if a holiday happens to fall on an employee's day off, the employee will be credited with Holiday Leave. If the employee is required to work on a holiday, he/she will also be credited with Holiday Leave. Holiday Leave cannot be earned on the Birthday or Floating Holiday.
6. For hourly (non- Job Basis) employees, there may be a maximum number of hours as stipulated in their collective bargaining agreement that an employee can accumulate.

### CONTACT(S):

#### Department/Division

Human Resources Department, Payroll and Information Management