RULE 18 - HOLIDAYS

18.1   Compensation for Absence on Holidays (Revised 11 06/20)

(a)   All full-time and part-time status and probationary employees shall receive holiday pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

Holiday pay shall not be considered hours worked for the purposes of calculating overtime.

(b)   In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by "C" or "E" shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1)   If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twenty-four (24) hours of noncumulative personal holiday leave hours.

(2)   If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive sixteen (16) hours of noncumulative personal holiday leave hours.

(3)   If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

All other employees already employed, with the exception of part-time employees shall receive twenty-four (24) hours of noncumulative personal holiday leave hours each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty-four (24) hours.

(c)   In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by "J" shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1)   If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twelve (12) hours of noncumulative personal holiday leave hours.

(2)   If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

(3)   If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive four (4) hours of noncumulative personal holiday leave hours.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twelve (12) hours.

(d)   In addition to the established holidays listed above, employees in pay grades prefixed by "A" or "G", with the exception of part-time employees, will receive twenty (20) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty (20) hours.

(e)   In addition to the established holidays listed above, employees in pay grades prefixed by "Y", with the exception of part-time employees, will receive eighteen (18) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first paycheck in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by eighteen (18) hours.

(f)   Personal holiday hours may be taken anytime during the year that begins with the pay period in August that results in the first pay check in September and ends with the pay period in August that results in the last pay check in August ("personal holiday year") provided the days and times selected by the employee have the prior approval of the Department Head.

Personal holidays are automatically forfeited if they are not used during the personal holiday year in which they are granted or an employee separates employment with the County, except in those cases when an employee is eligible to retire.

18.3   Compensation for Work Performed on Holidays <u>(Revised 11/20)</u>

(a)   Full-time and part-time probationary, status and trainee (as defined in Rule 17.3 (a) (2)) shift employees of facilities open seven (7) days a week or twenty-four (24) hours a day, qualifying for holiday pay and who are scheduled to work and who actually work on one of the holidays listed in Rule 18.1, shall receive pay at time and one-half for hours worked on a holiday in addition to regular holiday pay. <u>Any hours worked on a holiday listed in Rule 18.1 shall be considered hours worked for the purposes of calculating overtime.</u>

(b)   On-call, temporary, seasonal and emergency employees of facilities open seven (7) days a week, or twenty-four (24) hours a day, who are scheduled to work on a day designated as an authorized holiday, shall receive no holiday pay but shall receive pay for hours worked at time and one-half.(c) Non-shift probationary and status employees, qualifying for holiday pay, who are scheduled to work and actually do work on one of the holidays listed in Rule 18.1 shall receive pay at time and one-half for hours worked on the holiday.