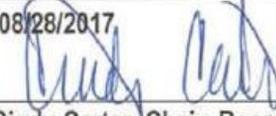


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

817 – Paid Holidays

817.1 Specifics: Grant County authorizes eligible employees paid holidays as a benefit of their employment.

817.2 Holiday Pay

817.2.1 Exempt employees do not receive extra pay for holidays. During any workweek in which a holiday occurs, exempt employees are required to account for a forty (40) hour workweek with any combination of hours worked, leave (including exempt leave) and holiday hours. (Exempt employees essentially adjust their schedules during a holiday week.)

(a) The schedule adjustment should occur in the same week as the holiday.

817.2.2 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for paid holidays immediately upon hire. There are eleven (11)

paid holidays per year or a total of eighty-eight (88) paid holiday hours per year.

(a) Holidays for full-time employees are paid at the rate of eight (8) hours per holiday. Holidays for part-time employees are paid on a prorated basis, depending on the number of hours regularly scheduled to work. For example, an employee who is regularly scheduled to work twenty (20) hours per week receives four (4) hours' holiday pay instead of eight (8) hours.

(1) If a holiday falls on a part-time employee's regularly scheduled day of work, the employee must use annual leave in addition to the prorated holiday hours to supplement the full day's pay. For example, an employee who is regularly scheduled to work thirty (30) hours per week (75%) and whose regular schedule is three (3) ten (10) hour days (M-W) receives six (6) hours' holiday pay (75%) if the holiday falls on Monday, Tuesday, or Wednesday and must use four (4) hours' annual leave.

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- (2) If a holiday falls on a part-time employee's regularly scheduled day off, the employee will receive the prorated amount of holiday pay. For example, an employee who is regularly scheduled to work thirty (30) hours per week and whose regular schedule is three (3) ten (10) hour days (M-W) receives (6) hours' holiday pay if the holiday falls on Thursday or Friday.
- (b) Paid holidays for full-time employees who work extended shifts (ten (10) hour or twelve (12) hour shifts) during any week in which a designated holiday occurs, are at the rate of eight (8) hours per holiday.
- (1) For full-time employees who work extended shifts, the employee must use annual leave in addition to holiday hours for a full day's pay. For example, an employee who is regularly scheduled to work four (4) ten (10) hour shifts (M-Th), receives eight (8) hours' holiday pay if the holiday falls on Monday, Tuesday, Wednesday or Thursday and must use two (2) hours' annual leave.
 - (2) For full-time employees who work extended shifts, the employee will receive eight (8) hours of holiday pay when the holiday falls on their regularly scheduled day off. For example, an employee who is regularly scheduled to work four (4) ten (10) hour shifts (M-Th), receives eight (8) hours of holiday pay, if the holiday falls on Friday.
 - (3) Full-time employees who work extended shifts may, at the supervisor's discretion or approval, temporarily revert to five (5) eight (8) hour shifts for any week in which a designated holiday occurs. In these instances, A1.c(1) and A.1.c(2) do not apply.
- (c) Overtime hours are not included in the calculation of holiday pay.
- (d) Full-time and part-time employees scheduled to work on a designated holiday will receive holiday pay at one and one-half (1-1/2) of their regular rate of pay for hours actually worked plus their regular rate of pay for eight (8) hours or a pro-rated amount of hours for part-time employees.

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- (e) If a holiday occurs during scheduled annual leave, the employee will receive holiday pay rather than use annual leave on that particular day.
- (f) Holiday pay shall not be paid prior to occurrence of holiday.
- (g) Holiday pay shall not be transferred to another employee.
- (h) Employees who separate from grant County employment will not be paid for holidays which occur after the separation date.

817.3 Designated Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day

- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas (varies each year)

817.3.1 If any of the above holidays fall on a weekend, the Friday before or Monday after will generally be observed, as designated by the County at the beginning of each year.

817.3.2 Holidays for full-time and part-time employees assigned to shift work outside a normal Monday – Friday, 8:00 a.m. – 5:00 p.m. shift, may not necessarily be on the actual date of the designated holiday, as determined by the Department Head or Elected Official.

817.3.3 Designated holidays may not be exchanged.

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