



Unified Government Human Resources Guide

Effective 12-02-2021

HOLIDAYS

- I. General: Unified Government offices are closed on holidays.
- II. Policy
 - A. The Unified Board of Commissioners shall determine which day of the week the holidays listed below shall be observed. The Board may also declare any other working day to be a holiday.
 1. New Year's Day
 2. Martin Luther King, Jr. Day
 3. Presidents' Day
 4. Spring Holiday
 5. Memorial Day
 6. Juneteenth
 7. Independence Day
 8. Labor Day
 9. Veterans' Day
 10. Thanksgiving Day
 11. The Friday following Thanksgiving Day
 12. Christmas Day
 - B. The Clerk shall issue the annual holiday schedule prior to January 1st of each year. If a holiday falls on a Saturday or Sunday, the Board may determine that it shall be observed on either the preceding Friday or the following Monday.
 - C. Full-time regular and part-time A employees receive pay for holidays, but part-time B, temporary and summer employees do not. Holiday pay for part-time A employees is limited to four hours.
 - D. Employees on unpaid leave of absence (including military leave) do not receive pay for holidays.
 - E. Employees whose regularly scheduled day off falls on a holiday shall be given another day off. Such time shall be agreed upon between the employee and his/her supervisor. Such day off shall be taken within one year of the date of the holiday or it is forfeited.
 - F. Command officers in the Police, Sheriff and Fire Departments
 1. Police and Sheriff Department command officers may take an alternate day off in lieu of a holiday with pay. Such day off shall be taken within one year of the date of the holiday or it is forfeited.



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2. Fire Department: Officers who must work on the holiday shall have alternate time off, as determined by the Fire Chief.
 - a. Those officers working a 24/48 shift are granted a shift-day off (12 hours) for each holiday. Officers working the 8-hour-day shift shall be granted an 8-hour-day off.
 - b. In the event time for observance of the holiday is not granted to the employee by the end of the calendar year, the officer shall be compensated for the loss of the holiday by the payment of salary for one day.
 - (1) To determine the daily rate, the monthly salary shall be divided by thirty.

(2) However, if the holiday was not one of those listed above but was declared a holiday in discretionary action by the Unified Board of Commissioners, the employee may not be compensated for its loss by payment of salary.