

POLICY 403: HOLIDAYS

ADOPTED: AUGUST 3, 1988 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of Lee County to designate and observe certain days each year as holidays.

Comments/Procedures:

403:1 HOLIDAYS OBSERVED

1. Lee County observes the following 11 holidays annually:

NEW YEAR'S DAY (2 DAYS)
MARTIN LUTHER KING'S BIRTHDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
VETERANS DAY
THANKSGIVING (2 DAYS)
CHRISTMAS (2 DAYS)

403:2 GENERAL

1. Eligible employees:

Regular classified 2080 hour full-time employees normally scheduled to work forty (40) hours weekly may be eligible to receive up to eight (8) hours at their regular rate of pay for each observed holiday. Non-exempt positions identified by departments as required to work a mandatory four (4) day, (10) hour per day schedule may receive up to (10) hours of the holiday pay benefit at their regular rate of pay for each observed holiday.

Regular classified 2184 or 2912 hour full-time employees normally scheduled to work more than forty (40) hours weekly may receive the holiday benefit at their regular rate of pay for their regularly scheduled number of work hours.

2. With approval from the County Manager/County Attorney, the Department Director reserves the right to suspend or alter the holiday benefit as a cost savings option during a period of furloughs or reduction in hour's scenario.
 - a) Regular part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours.
 - b) Employees covered under the Supplemental Workforce Policy are not eligible to receive holiday pay.

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3. The County reserves the right to schedule work on an observed holiday. If a listed holiday is observed on a day which is a regularly scheduled day off for an employee, at the discretion of the Department Director, the employee may receive an alternate day off as a substitute holiday in lieu of holiday pay (within the same pay period).
4. If an employee takes sick leave (including vacation leave substituted for sick leave) on the day prior to, the day of, or the day after an observed holiday, he/she may be required to provide written proof of illness in the form of a physician's statement of treatment. Failure to provide such proof of illness when requested shall result in the employee not being paid for such sick leave and/or loss of holiday pay for the observed holiday, and may result in corrective action.
5. Employees on unpaid leaves of absence shall not be entitled to holiday pay for any holiday that falls during any period of unpaid leave.
6. The County recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the County's list of observed holidays. Employees requesting to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the ability of the County to conduct business, providing prior approval has been obtained from the employee's supervisor. Employees may use accumulated paid vacation leave on such occasions, or they may take such time off as an unpaid, excused absence.