



PERSONNEL RULES AND REGULATIONS

RULE 12: <i>Types of Leave</i>	APPROVED: REVISED:
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Section 1: Authorized Holidays

The following and any other days that may be designated by the Sarpy County Commissioners are paid holidays for eligible employees:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4 th
Labor Day	1 st Monday of September
Columbus Day	2 nd Monday of October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday of November
Day after Thanksgiving Day	4 th Friday of November
Christmas Eve (4 hours)	December 24 th
Christmas Day	December 25 th

Section 2: Provisions

- A. Holidays which fall on a Sunday shall be observed on the following Monday; those falling on Saturday shall be observed on the preceding Friday.
- B. To receive holiday pay for Christmas Eve, it must fall on a week day. The Employee's regular schedule must be at least four (4) hours in order to be eligible to receive holiday pay. For full-time employees, the four hours of holiday pay will be in the afternoon portion of the workday, unless otherwise approved or otherwise designated by the Department Head.
- C. Holidays which occur during a vacation, sick, bereavement, or other paid leave shall not be charged against that leave. Vacation leave taken the first workday before or after the observed holiday must be requested to the Department Head at least 14 calendar days prior to the first day of requested vacation leave. Approval is at the discretion of the Department Head.
- D. Holiday pay will be denied if the employee attempts to use unscheduled sick leave (i.e. request for sick leave use less than 24 hours from the start of the next shift) the workday preceding or following the observed holiday unless the reason for the absence(s) are substantiated by documentation from a health care provider asserting the need for the leave.



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- E. An employee absent without authorized leave on the last working day preceding or the first working day following a Holiday shall not receive regular compensation for the Holiday.
- F. An employee who is absent due to certified Family and Medical Leave (FMLA) that coincides with a Holiday shall receive holiday pay if the Holiday would normally be a scheduled work day. In no case will employees use accrued leave and receive holiday for the same day.
- G. An employee on Military Leave during the first 30 calendar days that coincides with a Holiday shall receive holiday pay if the Holiday would normally be a scheduled work day. In no case will employees receive both pay for Military Leave and holiday pay.

Section 3: Typical Compensation

Full-Time: Employees working full-time shall be credited with holiday pay at straight time not to exceed eight (8) hours for each of the authorized Holidays. Employees whose work schedule is atypical (i.e. four 10-hour shifts) will be paid their 8 hours of Holiday Leave and will work those hours necessary to ensure a 40 hour workweek.

Part-Time: Employees *working 20 hours or more per week* on a regularly scheduled basis shall be paid for the hours they would normally have worked on the Holiday if it is observed on their scheduled day of work. They shall not be paid for Holidays falling on their regularly scheduled day off.

Part-Time employees *working less than 20 hours per week* on a regularly scheduled basis as well as Temporary, Seasonal, Emergency, or Provisional employees shall not receive pay for Holidays.

Section 4: Compensation When Working a Holiday

- A. Full-Time employees who work a Holiday shall receive pay at their regular pay rate for the actual hours worked plus holiday pay at straight time (i.e., 8 hours for the Holiday plus 8 hours of holiday pay for a total of 16 hours at the regular pay rate).
- B. Full-Time employees working on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day shall be paid one and one-half (1½) times their regular pay rate for each hour worked in addition to receiving eight (8) hours of holiday pay at their regular pay rate (i.e., 8 hours on New Year's Day paid for 12 hours plus 8 hours of holiday pay for a total of 20 hours of pay).



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- C. Part-Time employees shall be paid for actual hours worked on an authorized holiday at their regular rate of pay, plus holiday pay, if eligible.
- D. Whenever a Holiday occurs during scheduled vacation, holiday pay shall be paid in lieu of the vacation leave. In no circumstance will employees receive holiday pay and vacation leave for the same day.
- E. A Holiday shall be defined as the 24-hour period commencing at 12:00 a.m. (midnight) and ending at 11:59 p.m. In computing overtime, Holidays during which no compensable work is performed shall not be considered hours worked.
- F. Exempt employees required and authorized by their Department Head to work a Holiday shall, in addition to their regular salary for the Holiday, be granted compensatory holiday time on an hour-for-hour basis for all hours worked up to eight (8) hours. This compensatory holiday time must be used in the calendar year in which it is earned or be forfeited.