



HOLIDAYS

Policy: POL-525-HR • Effective Date: July 1, 2024 • Res. # 087977

Cancels: Res. # 086382 • Reference: None

Unless otherwise addressed in a union contract, this policy applies to all Whitman County employees.

Definitions:

Holiday – A calendar day of paid leave related to the holidays listed in this policy and equal in hours to the employee’s regular schedule.

Floating Holiday – One calendar day of paid leave.

1. Whitman County Recognizes Twelve Paid Holidays

Whitman County recognizes twelve holidays per year. Regular employees qualify for a holiday if their position is classified at least 50% time and they worked twenty (20) hours per week during the corresponding pay period. The following dates are recognized and observed as paid holidays for all regular full and part-time employees who qualify:

| <u>Holiday:</u> | <u>Date Celebrated:</u> |
|-------------------------------|--------------------------------------|
| New Year’s Day | January 1 |
| Martin Luther King’s Birthday | 3 rd Monday of January |
| President’s Day | 3 rd Monday of February |
| Memorial Day | Last Monday of May |
| Juneteenth | June 19 th |
| Independence Day | July 4 th |
| Labor Day | 1 st Monday of September |
| Veteran’s Day | November 11 th |
| Thanksgiving | 4 th Thursday of November |
| Native American Heritage Day | 4 th Friday of November |
| Christmas | December 25 th |
| Floating Holiday | Varies |

Whenever a holiday falls on Sunday, the succeeding Monday is observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. Each holiday is taken on one calendar day per year.

Part-time employees will be eligible for only those recognized holidays which occur on a day they would normally be scheduled to work, and will be eligible for a floating holiday if they are regularly scheduled to and work twenty (20) or more hours per work week. Part-time employees will be compensated based on the number of hours they would normally have been scheduled to work that day.

If a holiday falls on a full-time employee's regularly scheduled day off, he/she shall be entitled to an alternative day off of their choice, subject to their supervisor's approval.

2. One Floating Holiday is Available Each Year

Eligible employees may select one (1) floating holiday during each calendar year. The holiday may be used at the end of the pay period following ninety days of eligibility provided that the number of employees selecting a particular day off shall not prevent the County from providing continued public service. Prior approval of the department head/elected official must be obtained before taking a floating holiday.

This holiday is non-cumulative and non-compensable upon termination.

3. Work on Holidays is Paid as Overtime

If an employee is required to work on a holiday listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of one and one half (1.5) times his/her regular pay.

If hours worked on a holiday are less than an employee's regularly scheduled hours, a combination of the "Holiday Worked" and "Holiday" codes shall be recorded in the time system up to the employee's regular hours for the day. All hours actually worked on a holiday will be recorded as "Holiday Worked" or "Holiday Comp Earned", even if they extend beyond the employee's regularly scheduled hours for the day. In cases where compensatory time has been granted rather than paid overtime, hours may be recorded as "Holiday Comp. Earned."

Compounding/pyramiding of overtime as a result of hours worked on a holiday is prohibited. Overtime hours shall not be counted twice.

Employees exempt from overtime record all hours as "Holiday" for time off and regular hours for hours worked.