

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 5-18

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## **Holidays**

**OVERVIEW:** This policy identifies holidays that will be observed by the closing of administrative offices.

**SCOPE:** This policy applies to all persons employed by the Board of County Commissioners unless excepted by policy.

### **PROVISIONS:**

1. **Observed Holidays.** The following holidays will be observed and administrative offices closed:
  - a. New Years Day
  - b. Martin Luther King Jr.'s Birthday (observed in conjunction with the Alachua County School Board)
  - c. Memorial Day (the last Monday in May)
  - d. Juneteenth Day
  - e. Independence Day
  - f. Labor Day
  - g. Veterans Day
  - h. Thanksgiving Day
  - i. Friday following Thanksgiving Day
  - j. One additional holiday to be designated by the Administrating Official in conjunction with Christmas Day
  - k. Christmas Day
2. **Holidays Falling on a Weekend.** Holidays falling on Saturday will be observed on the Friday preceding the holiday and those falling on Sunday will be observed on the Monday following the holiday.
  - a. If an employee is normally scheduled to work Saturday and/or Sunday, the holiday will be observed on the day of the occurrence.
3. **Holiday Compensation.**
  - a. Classified, Executive Service and Limited Term Appointment Employees  
If a holiday is observed on a day which is a regular workday for an employee and if (s)he is permitted to be off that day due to the holiday, (s)he shall be paid for the number of hour(s) (s)he would have normally worked that day at his/her regular straight time rate provided the employee works the full scheduled work

shift immediately preceding the holiday and the full scheduled work shift immediately following the holiday, or the employee is on paid status for at least 50% of the regularly scheduled hours of both shifts/ days. In extenuating circumstances, the Administrating Official may approve holiday compensation for employees who did not meet these requirements.

- b. Unclassified Employees. Temporary employees, including Unclassified Service, Intern and On-Call employees shall not be eligible for holiday pay or benefits.
  - c. Exempt Employees. If an exempt employee is required to work on an observed holiday, the employee shall receive his/her regular salary, plus Holiday Compensatory Time hour for hour, for the number of hours worked on that holiday. See Employee Policy #5-14, #4 for utilization of this leave.
  - d. Non-Exempt Employees. If a non-exempt employee is required to work on an observed holiday, the employee will be paid eight hours holiday pay plus regular compensation.
    - i. Only employees whose work shift commences after 12:00 AM of the day recognized as the holiday shall be entitled to pay as follows:
      - a. For an employee whose regular work shift is eight hours, up to eight hours pay at time and one-half;
      - b. For an employee whose regular work shift is 10 to 12 hours, up to 10 hours pay at time and one-half; and
      - c. For an employee whose regular work shift is 24 hours, up to 16 hours at time and one-half.
4. **Regularly Scheduled Day Off.** If an exempt or non-exempt employee's regularly scheduled day off falls on a holiday, the Department Director may select the manner in which the employee is compensated for that holiday. There will be no monetary compensation for a holiday falling on the employee's regularly scheduled day off. The Department Director may select one of the following options:
- a. The employee may take a different day off during that workweek as the holiday; or
  - b. During a week with a holiday, the employee will revert back to the regular schedule of five, 8 hour work days; or
  - c. The employee may receive Holiday Compensatory Time for each holiday equal to the average daily number of hours the employee was scheduled to work the week in which the holiday falls. Holiday compensatory hours will be accrued and utilized in accordance with Employee Policy #5-14, 4, Holiday Compensatory Time.

5. **Floating Holiday.** An employee may request to observe two floating holidays during each fiscal year, which shall be approved in advance by the appropriate department director.
  - a. Floating holidays may not be carried into the next fiscal year and there shall be no cash payment in lieu of use.
  - b. Floating holidays must be taken in full-day increments. Each floating holiday will be for the number of hours the employee was scheduled to work the day the floating holiday was taken.
  - c. Unclassified Service, Temporary and On-Call employees shall not be eligible for floating holidays.
6. **Sick Leave.** If an employee is scheduled to work on a holiday and is absent on approved paid sick leave, the employee shall receive pay for the number of hours they would have worked in a normal shift at their regular straight time rate.
7. **Vacation Leave.** If an employee is scheduled to work on a holiday and is absent on approved paid vacation leave, the employee shall receive pay for the number of hours they would have worked in a normal shift at their regular straight time rate.
8. **Workers' Compensation.** Employees on paid Workers' Compensation leave shall not forfeit pay due to a holiday.

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County Manager

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County Attorney