

- H. Veterans' Day (November 11th)
- I. Thanksgiving Day (4th Thursday in November)
- J. Christmas Day (December 25th)
- K. State General Election Day (November, even numbered years)

**\*\*For holidays observed on Mondays, landfill employees are to alternate taking another day off during the work week in which the holiday falls (Sunday through Saturday.)**

If any holiday falls upon a Sunday, the Monday following will be observed as the holiday. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, except as provided for in the next paragraph.

An employee shall receive holiday benefits and pay for work performed on the day the holiday is observed, unless the employee is scheduled or required to work on the actual holiday. If the employee is scheduled or required to work on the actual holiday, the actual (not the observed) holiday shall be considered as the holiday for purposes of calculating holiday benefits and pay for work performed on a holiday. The employee will receive either holiday benefits for working on the day the holiday is observed or for working on the actual holiday, but not both.

An eligible employee shall receive holiday benefits for legal holidays. This benefit is paid time off or pay at the regular rate. Holiday benefits shall not exceed eight hours per holiday regardless of the number of hours an employee is scheduled to work on a daily basis.

Holiday benefits are calculated based on an employee's regular schedule. For example, if an employee is a full-time employee, they would receive eight (8) hours of holiday pay, regardless of whether they are scheduled to work 8 or 10 hours on that day. For purposes of this policy, changes to an employee's schedule which extend beyond one pay period are changes to the regular schedule.

An employee must be in a pay status both their last regularly scheduled working day before and their first regularly scheduled working day after the holiday is observed to be eligible to receive holiday benefits. An employee shall not be eligible to receive holiday benefits if:

1. the employee is a new employee to County government and begins work on the day after a holiday is observed; or
2. the employee is terminating employment prior to the holiday observance; or
3. the employee is reinstated or re-employed following a reduction in force, returns to work following a leave of absence without pay of more than one pay period or a disciplinary suspension, or is called back to seasonal or temporary employment on the day after a holiday is observed.

A short-term worker is not eligible to receive holiday benefits.