

## 9.00 HOLIDAYS

**9.01 GENERAL POLICY.** County holidays are established each year by the Commissioners Court and are compensated on the basis of an eight (8) hour workday, except for certain law enforcement departments operating under the Section 7(k) exception (171 hours during a 28 day period) as described in Section 9.05 of this policy. The following normally are observed as paid holidays for regular full-time employees:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day and the Friday following Thanksgiving

Christmas Eve and Christmas Day

Temporary employees and part-time regular employees are not paid for holidays not worked.

A list of holidays approved by the Commissioners Court for the current year, specifying days of the week and dates, will be distributed to all department heads at least once each year.

An employee who is absent without approved leave on the workday immediately preceding or following a holiday will not be paid for the holiday.

Whenever an approved holiday falls on a Saturday or Sunday, it will normally be observed on the Friday preceding or the Monday following, as determined by the Commissioners' Court.

Employees working optional shifts, such as a four (4) day, ten (10) hour schedule during which time an approved holiday occurs must account for the 8 hour holiday in one of the following ways:

1. by working four (4) eight (8) hour days during the week in which the holiday occurs and receiving eight (8) hours compensation for the holiday; or

2. by working three (3), ten (10) hours days and using two (2) hours of eligible accrued leave (vacation or compensatory) to equal ten (10) hours compensation for the holiday.

**9.02 WORK DURING HOLIDAY.** It is not always feasible to grant holidays at the scheduled time especially for employees who are assigned shifts in an "around-the-clock" operation or assigned to departments which may be required to respond to certain emergency situations. Any elected official or department head who finds it necessary to do so may direct some or all employees of the department to report for work on a holiday.

Qualifying, nonexempt employees who are required to work on a holiday will be compensated in one of the following ways for the holiday hours worked:

1. Be granted equal time off (hour for hour for the number of hours worked) within 12 months of the date that the holiday is worked if the hours actually worked by the employee do not exceed the maximum number of hours allowed under FLSA during the work week or work period which the holiday was worked; or
2. Receive compensatory leave credits equal to one and one-half times the number of hours worked on the holiday if the employee has actually worked in excess of the maximum number of hours allowed under FLSA during the work week or work period which the holiday was worked; or
3. With the specific approval of the Commissioner Court, be paid for the total number of hours worked on the holiday at the employee's regular hourly rate or at one and one-half times the employee's regular hourly rate, depending upon the total number of hours considered by FLSA as actually worked in the work week or work period.

**9.03 HOLIDAY FALLING ON NON-WORKDAYS.** Whenever a legal holiday on the current year's list of approved holiday falls on a regular full-time employee's regular day off and the employee does not work that day, he or she will be paid his or her regular salary amount for the pay period involved, and will receive either another eight (8) hour day off in lieu of the holiday or, with specific approval by the Commissioners Court, an additional eight (8) hour day's pay at the regular, straight-time hourly rate.

**9.04 HOLIDAY DURING VACATION.** If an official holiday falls within a regular employee's vacation, the employee will be granted eight (8) hours for the holiday and not charged vacation for those holiday hours.

**9.05 HOLIDAY COMPENSATION FOR SECTION 7(K) EMPLOYEES.** For those law enforcement employees required to work regularly scheduled shifts in excess of eight (8) due to "round the clock" operations of the Sheriff's Department and Jail, approved holidays will be compensated in an amount equal to the number of hours regularly

○ scheduled for the employee's daily shift and will accrue as an alternate day off to be used within a twelve (12) month period from the date of the holiday or will be forfeited without compensation.