

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employee Benefit Policy
Number: 504
Approved: January 27, 2005, supersedes prior policy
Amended: March 1, 2010
Subject: HOLIDAYS

1. **HOLIDAYS:** The following days shall be recognized as holidays for non-bargaining employees and the Employer shall not normally schedule work on these days:

New Year's Eve Day, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day.

When any holiday falls on Saturday, a full day off will be granted on Friday. When Christmas Eve Day or New Year's Eve Day falls on a Friday a full day off will be granted on Thursday. When Christmas Eve Day or New Year's Eve Day falls on Sunday a full day off will be granted on Tuesday. When a recognized holiday falls on Sunday, a full day off will be granted on Monday.

2. **ELIGIBILITY:** To be eligible for holiday pay under this policy, all employees must be a regular full-time, regular part-time or job-share employee as of the time the holiday occurs. The employee must have worked the last day he or she was scheduled to work prior to the holiday and the next day following such holiday. The only exception is in cases where the employee's absence on such day or occurred during his/her regularly scheduled PTO or an absence that is excused by the Department head.

1. **HOLIDAY PAY:** Holiday pay will be paid as follows:

Regular full-time employees working eighty (80) hours per pay period will receive eight (8) hours of pay for an observed holiday.

Regular part-time employees and job-share employees will receive compensation at their regular straight hourly rate for an observed holiday based on hours they would have been schedule to work. Holidays are not paid during any leave of absence.

4. **HOURS OF WORK ON A HOLIDAY:** Non-exempt employees required to work on any designated holiday shall receive the overtime rate of pay for the actual hours worked in addition to the holiday pay.