

## SECTION 21

### HOLIDAYS

**PURPOSE:** To establish holidays with compensation for employees.

**POLICY:** The Lake County Board of County Commissioners is empowered to establish paid holidays.

**GENERAL ADMINISTRATION:**

1. All employees, other than Fire Service employees on 24-hour shift, who are scheduled to work at least thirty-seven and one-half (37.5) hours per week or more on a regular basis will be granted a day off with a regular scheduled day's pay on County designated holidays. Part-time employees who are scheduled to work on the holiday will be paid their regular scheduled hours.
2. In order to receive holiday pay, an employee must be in an approved pay status both the work day before and the work day after the holiday. Pay status includes employees on paid vacation or paid sick leave but does not include employees on workers' compensation.
3. Temporary employees, hired for a specific project or casual labor employees are ineligible for holiday pay.
4. When required to work on a holiday, an employee will receive holiday pay and be paid for the hours worked on the holiday at the appropriate rate.
5. County holidays include:

(1) New Year's Day	(7) Veteran's Day
(2) Martin Luther King's Birthday	(8) Thanksgiving Day
(3) President's Birthday	(9) Day after Thanksgiving
(4) Memorial Day	(10) Christmas Day
(5) Independence Day	(11) Employee's Birthday*
(6) Labor Day	(12) Designated Floating Holiday**
- \* Employee's Birthday shall be taken on the birthday or within thirty (30) calendar days following employee's birthday. This may be waived by the Department/Division Director, if, at the convenience of the Department/Division Director, the employee cannot be relieved from duty.
- \*\* Designated Floating Holiday: the day before or the day after Christmas, or, the day before or the day after New Year's Day.
6. Holidays which fall on a Saturday, will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.