

## **HOLIDAYS**

**POLICY:** It is the policy of Black Hawk County to grant its non-bargaining employees paid holidays.

**SCOPE:** This policy applies to all regular, full-time Black Hawk County non-bargaining employees except for department heads and elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

**ELIGIBILITY:** To be paid for holiday leave, the employee must work on the last scheduled work day immediately before the holiday and the first scheduled work day immediately after the holiday. Any day for which an employee has an authorized absence shall not be considered a scheduled work day. Employees who are on an unpaid or unauthorized leave either immediately before or after the holiday shall not be eligible for holiday pay.

**HOLIDAY WORK:** A non-exempt employee who is scheduled or called in to work on a holiday shall receive one and one-half (1½) times his regular straight time hourly rate of pay for all hours worked in addition to holiday pay.

**EMPLOYEES ON A SEVEN (7) DAY WEEK SCHEDULE:** Employees scheduled on a seven (7) day week basis shall observe holidays on the traditional day of observance (i.e., Christmas Eve on December 24, Christmas Day on December 25, New Year's Day on January 1).

### **PAID HOLIDAYS:**

#### **A. OBSERVED HOLIDAYS:**

New Year's Day	- January 1
*President's Day	- Third Monday in February (See Section E below)
Memorial Day	- Last Monday in May
Juneteenth	- June 19
Independence Day	- July 4
Labor Day	- First Monday in September
Veteran's Day	- November 11
Thanksgiving Day	- Fourth Thursday in November
Day After Thanksgiving Day	- Fourth Friday in November
Christmas Day	- December 25
Floating Christmas Holiday	- See Section C below
Employee's Birthday	- See Section D below

**B. HOLIDAYS THAT FALL ON THE WEEKEND:** When New Year's Day, Juneteenth, Independence Day, Veteran's Day, or Christmas Day fall on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on Sunday, the holiday will be observed the subsequent Monday.

**C. FLOATING CHRISTMAS HOLIDAY:**

<u>December 25 on</u>	<u>Christmas Holiday observed</u>	<u>Floating Holiday observed</u>
Sunday	Monday	Tuesday
Monday	Monday	Tuesday
Tuesday	Tuesday	Monday
Wednesday	Wednesday	Tuesday
Thursday	Thursday	Friday
Friday	Friday	Thursday
Saturday	Friday	Thursday

**D. FLOATING PERSONAL HOLIDAY:** Employees may take one floating personal holiday at any time during the fiscal year with the approval of their immediate supervisor or department head. The floating personal day must be used during the fiscal year or it will be forfeited.

**E. \*MARTIN LUTHER KING, JR. DAY:** When necessary, and in order to comply with applicable Collective Bargaining Agreements which provide for Martin Luther King, Jr. Day in lieu of Presidents' Day for union represented employees within the department, dependent upon department staffing and supervision requirements, Department Heads or Elected Official may designate Martin Luther King, Jr. Day as the department's observed paid holiday for department non-bargaining employees in lieu of President's Day. In such cases, the non-bargaining employee shall receive the department's observed holiday off from work as a paid holiday, and shall work his/her regular schedule on the non-designated day. Compensation for the non-designated work day shall be at same rate as the employee's normal compensation for a non-holiday work day.