

Title: Holidays
Policy Number: 401
Effective Date: July 1, 2009
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to designate and observe certain days each year as holidays. Eligible employees will be given the holiday designated off with pay for each holiday observed.

Comments:

- (1) Full-time employees are eligible for the following paid holidays.
 - New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day After Thanksgiving (Lieu of Lincoln's Birthday)
 - Christmas Day
 - Floating Holiday (See Comment #10)

The Board of Supervisors will adopt a holiday schedule for each calendar year during the 1st Board meeting of each year. This schedule shall indicate the calendar date in which the County will observe each holiday. All employees shall observe the holiday as designated by the Board of Supervisors unless otherwise directed by a collective bargaining agreement or approved departmental policy.

- (2) Full-time employees (not on unpaid leave) are eligible to receive their regular rate of pay for each observed holiday. Part-time employees who work twenty-four (24) hours or more per week are eligible to receive holiday pay only for holidays on which they normally would be scheduled to work and only for their regularly scheduled number of hours. Part-time employees who work less than twenty-four (24) hours per week, temporary employees and employees on leaves of absence without pay or on layoff are not eligible to receive holiday pay.

- (3) To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the County may require verification of the reason for the absence before approving holiday pay.
- (4) A holiday that occurs on a Saturday or Sunday generally will be observed by the County on either the preceding Friday or following Monday.
- (5) A holiday, for time worked, shall be defined as a twenty-four (24) hour period commencing at 12:00 AM midnight and ending the following 12:00 AM midnight.
- (6) In the event that a holiday falls within the employee's vacation period, such day will not be counted as a day of vacation. In the event that a holiday occurs during an employee's bona fide sick leave, such employee will receive holiday pay and such day will not be counted against the employee's sick leave.
- (7) The County recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the County's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the County's business and if the Department Head approves. Employees may use appropriate paid leave for these occasions, or they may take the time off as an unpaid, excused absence if paid leave has been exhausted.
- (8) All work performed on any observed holiday shall be compensated for at the rate of one and one-half (1 1/2) times the actual number of hours worked on such holiday. In addition, the employee shall receive holiday pay which shall constitute eight (8) hours of pay at straight time at the employee's rate of pay at the time of the observed holiday. For example, if an employee works eight (8) hours on an observed holiday, they shall be compensated eight (8) hours at one and one-half (1 1/2) their regular rate or twelve (12) hours straight pay plus eight (8) hours of holiday pay for a total of twenty (20) hours of pay. If the employee works four (4) hours on an observed holiday, they shall be compensated four (4) hours at one and one-half times (1 1/2) their regular rate of pay or six (6) hours straight pay plus eight (8) hours of holiday pay for a total of fourteen (14) hours pay.
- (9) Employees who work the official holiday and the holiday observed by the County will receive holiday benefits only on the day that the County observes the holiday. If the employee works the official holiday, but not the holiday observed by the County, that employee will receive holiday benefits on the day worked.

- (10) Employees shall be credited with one (1) floating holiday on July 1st of each fiscal year. New employees will be credited with a floating holiday after they have completed their introductory period. The floating holiday is to be utilized between July 1st and June 15th of the fiscal year. The floating holiday will be scheduled by mutual agreement between the employee and the employer and shall be taken in a full day increment. Requests for scheduling a floating holiday on a day designated for religious observation shall not be unreasonably denied. Floating holidays shall not be carried over from contract year to contract year. If the floating holiday is not used by June 15th of the fiscal year, it shall be forfeited.