

**ALLEGAN COUNTY
POLICY/PROCEDURE**



**TITLE: HOLIDAYS
POLICY/PROCEDURE NUMBER: 504**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: January 1, 2017

1. HOLIDAYS:

The following days shall be recognized as holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

When a recognized holiday falls on Saturday, a full day off will be granted on Friday. When Christmas Eve or New Year's Eve falls on Friday, a full day off will be granted on Thursday. When Christmas Eve or New Year's Eve 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. However, for employees regularly assigned to a shift within a 24/7 schedule, recognized holidays shall be observed on the actual date of the holiday.

2. ELIGIBILITY FOR HOLIDAY PAY:

To be eligible for holiday pay, an employee must be an eligible regular full time, regular part time or job share employee as of the date the recognized holiday is observed and must have worked a full work day the last day the employee was scheduled to work prior to the holiday and the next day following such holiday, except in cases where the employee's absence on such day(s) is otherwise compensated by the Employer for PTO, compensatory time off, bereavement leave or worker's compensation supplement. Receipt of disability insurance payments or worker's compensation payments without the supplement shall not be considered as compensation from the Employer. Unless otherwise provided above, holiday pay is not paid during any leave of absence.

3. HOLIDAY PAY:

Holiday pay will be paid to eligible regular full-time employees based on their regularly scheduled work day of 8, 10, or 12 hours at their straight-time rate of pay. Eligible regular part-time employees will receive holiday pay only if they are normally scheduled to work that day and only for the hours they would have worked. Holiday pay is not considered work hours/time. However, in lieu of such holiday pay, an employee who regularly works an 84-hour tour of duty may request to take a regularly scheduled work day off within the same pay period as the holiday. Upon Employer approval, this day off shall be considered work hours/time. Holiday pay is not considered premium pay for purposes of the "No Compounding of Premium Pay" provision.

4. HOLIDAY WORK:

When an eligible non-exempt employee works on the day a recognized holiday is observed, the employee shall be paid one and one-half (1.5) times their straight-time hourly rate for the hours actually worked (in addition to the holiday pay provided in the preceding section). In lieu of monetary compensation for such holiday worked, non-exempt employees may choose compensatory time off at the same rate noted above.