

## **POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS**

1. **Purpose.** To identify employee holidays and to establish a consistent procedure for scheduling and payment.

2. **Holidays Observed.** The following holidays will be observed.

2.1

New Year's Day	Thanksgiving Day	Spring Holiday (Friday before Easter)
Memorial Day	Day after Thanksgiving	New Year's Eve Day
Independence Day	Christmas Eve Day	
Labor Day	Christmas Day	

3. **Eligibility.**

3.1 Regular full-time employees are eligible to receive compensation for holidays. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused absences. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.

3.2 Employees returning from an unpaid leave of absence will not receive holiday pay until returning to their normal work schedule for one full pay period prior to the holiday.

4. **Compensation.**

4.1 Employees working less than 40 hours/week, but meeting the definition of regular full-time employees, will receive fulltime holiday pay.

4.2 Employees will receive 8 hours of holiday pay for observed holidays.

4.3 Highway, Parks and Forest, and Airport employees will receive 10 hours of holiday pay for any holiday falling during the time frame they are normally scheduled to work four (4) 10-hour days per week.

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Effective Date: November 6, 2013

Revised Date: September 2014, January 1, 2019, March 2019, May 2019

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5. Work on Holiday.

5.1 In cases where a full-time non-exempt employee is required to work on a holiday due to unforeseeable circumstances or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

5.1.1 In cases where a part time non-exempt employee is required to work on a holiday due to unforeseeable circumstances or required to work on a holiday as part of their normal work schedule, the employee will receive pay at time and one half the hourly rate for all hours worked.

5.2 Supervisory Sergeants required to work on a holiday due to unforeseeable circumstances or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

6. Paid and Unpaid Leaves Around Holidays.

6.1 Unpaid leave time should not be granted unless all accrued paid time off and extended leave bank (if applicable as defined in Policy 425) is exhausted. Holidays falling within any unpaid period of absence, will generally be without pay.

6.1.1 Full or part-time regular employees, who take excused unpaid leave immediately before and/or after a holiday, will not be paid for that holiday unless the employee uses two days of paid leave time during the pay period in which a holiday occurs.

7. Holidays Falling on a Weekend.

7.1 Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday. When Christmas Eve falls on Friday and Christmas Day on Saturday, the proceeding Thursday and Friday will be observed as the holiday. When Christmas Eve falls on Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday.

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