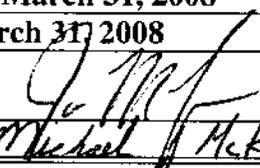


420
HOLIDAYS

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PURPOSE

Holiday leave is a benefit provided to Uintah County employees that provides leave with pay to County employees.

SCOPE

This policy applies to all employees, with the exception of temporary or part time employees with less than 50% of full time per pay period. This policy defines designated holidays and provides guidelines governing eligibility for holiday use.

POLICY AND PROCEDURE

1. Designated Holidays

A. The following holidays have been designated by the County Commission:

- New Year's Day, January 1
- Human Rights Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Pioneer Day, July 24
- Labor Day, First Monday in September
- Columbus Day, Second Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving, Fourth Friday in November
- Christmas Day, December 25

2. Holiday Eligibility

- A. An employee must be in pay status, including any paid leave status, through the day before and the day after the holiday to be eligible for holiday pay at the employee's base rate.
- B. An employee hired or transferred to a position of less than 50% of full time per pay period shall not receive salary/hourly wage for holiday leave beginning on the actual date of the hire or transfer.

- C. Unless stipulated by contract, a time-limited employee, including an intern, shall not be eligible for holiday leave.
- D. Full Time Career Service Employees will receive eight (8) hours of holiday pay for each County observed holiday.
- E. Part Time Career Service Employees will receive 60% or 80% of eight (8) hours relative to their part time status for each County observed holiday.

3. Holiday Use

- A. Employees will normally take holiday leave on the designated holiday. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a holiday falls on a Sunday, the following Monday will be observed as the holiday.
- B. On a case-by-case basis, the Department Head may either grant time off at the regular rate of pay in lieu of the holiday or may elect to give holiday pay to an employee working a variable work week whose regularly scheduled day off falls on a holiday.
- C. Employees working flexible schedules, such as four 10-hour days per week, may use a maximum of 96 hours of holiday leave in each calendar year. The Department Head must approve all hours charged to holiday leave prior to the employee reporting the hours on his/her time report.
- D. Hours charged for a County observed holiday that falls during an employee's regularly scheduled workweek will not be counted as time worked for the purpose of overtime calculations.