

September 9, 2014**SUBJECT:****ORIGINATING DEPARTMENT:****Holiday Pay****Human Resources****Page 1 of 1****POLICY**

It shall be the policy of the Board of County Commissioners that holidays will be compensated for as follows:

POLICY

- a. All regular employees not in a bargaining unit who are required to work on a county designated holiday shall be paid for time actually worked at a premium rate (one and one-half times the employee's normal pay rate). Time actually worked on a holiday will also be credited to the employees work time for the purpose of computing overtime hours. Bargaining unit employees shall be compensated in accordance with the collective bargaining agreement then in effect.
- b. If a regularly observed holiday falls on an individual employee's normal day off, an effort should be made to give the employee an additional day off in the same pay week as his or her holiday. If this cannot be done because of work operations, the employee shall receive holiday pay in accordance with paragraph (a) above.
- c. If the Board authorized a special holiday which falls on a day that a particular department or division is not scheduled to work, the employees affected will be credited with eight (8) hours of annual leave which shall be added to the employee's leave record.
- d. This policy shall be preempted if the county is operating under "Emergency Activation" as specified in the Employee Handbook for Citrus County.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 7-12 dated January 27, 1987; AR 7.12-1 dated January 6, 1999; AR 7.02 dated April 27, 2010.