

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY VIII**

Title: **HOLIDAYS**

I. OBJECTIVE

Each appointing authority, subject to approval of the County Manager, or his designee, shall establish the scheduled hours of work for employees within his/her unit.

II. DIRECTIVES

A. THE FOLLOWING DAYS SHALL BE OFFICIAL PAID HOLIDAYS:

New Year's Day - January 1

Martin Luther King, Jr.'s Birthday - Third Monday in January

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday of September

Veterans' Day - November 11

Thanksgiving Day - Fourth Thursday of November

Friday after Thanksgiving

Christmas Eve - December 24

Christmas Day - December 25

Personal Holiday

Any other day specifically authorized by the Board of County Commissioners.

B. ELIGIBILITY FOR HOLIDAY PAY

All full time and part time permanent employees are eligible to receive holiday pay for designated holidays. Temporary and emergency employees shall not be entitled to holiday pay.

In order to be eligible for holiday pay an employee must be in a paid employment status or work a regularly scheduled workday immediately before or immediately after the holiday period. Newly hired employees must have worked a regularly scheduled workday immediately before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay. Employees

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on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status.

C. HOLIDAY PAY

Employees will be compensated for holidays on the basis of their regular straight time rate, not to exceed a normal workday. Employees whose normal workweek exceeds forty (40) hours will be compensated for holidays on a pro rata basis. Overtime exempt employees working shifts of 24 hours on duty and 48 hours off duty will be compensated for holidays in the amount of 11.2 hours per holiday.

All part time permanent employees shall be eligible for holiday pay on a pro rata basis or to receive alternate time off on a pro rata basis in lieu of holiday pay. Part time employee holiday pay will be calculated prorating the employee's regularly scheduled work hours for a work week against a forty hour work week with the employee receiving prorated holiday pay (i.e., twenty (20) hour work week, four hours holiday pay; thirty (30) hour work week, six (6) hours holiday pay).

Holiday pay shall be awarded for the day the holiday is observed which may not necessarily be the same day as the official holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on a Sunday will normally be observed on the following Monday.

Employees who are on an approved paid leave at the time a holiday occurs shall not have the hours of eligible holiday pay charged against accrued leave balances.

Whenever an official holiday falls on a day which is the employee's regular day off, the appointing authority shall give to the employee holiday time off within the pay period in which the holiday falls, permit the employee to accrue holiday leave time, or for non-exempt employees provide current holiday pay in lieu of time off.

D. WORK DURING HOLIDAYS

When, in the opinion of the appointing authority, it becomes necessary to require non-exempt employees to work on an official holiday, such employees shall be compensated at the rate of time and one-half for time actually worked plus holiday pay in accordance with the employee's normally scheduled work day, or be given another day off at the option of the department, within two (2) calendar weeks following the official holiday.

An employee who, because of the necessity to continue essential services, is scheduled to work on a holiday and who, without notice or

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valid reason, fails to report for such work may, at the discretion of the appointing authority, lose holiday pay for the number of hours he/she would otherwise have worked.

Part time employees, who are required to work on a holiday, shall receive holiday at a prorated amount plus pay for the number of hours actually worked.

E. PERSONAL HOLIDAY

The Personal Day holiday shall be awarded the first pay period ending in January of each year and must be used during the calendar year in which it is awarded. The personal holiday shall be equivalent to the employee's regularly scheduled workday. The calculation of personal holiday leave is on a pro rata basis for part-time employees. Full-time employees shall be eligible for personal holiday leave based upon their regularly scheduled hours, i.e., 8-hour day schedule receives 8 hours of personal holiday; 10-hour day schedule receives 10 hours of personal holiday.