

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE VIII**

Title: **HOLIDAYS**

I. PURPOSE AND SCOPE

To implement the Holidays Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy VIII, Holidays

III. ELIGIBILITY FOR 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 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.

IV. 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 employee 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.

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.

V. HOLIDAY LEAVE ACCRUAL

When holiday leave is accrued, an employee must utilize those accumulated hours within eleven (11) months of the leave time accrual.

VI. 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.

VII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

4/24/2009