

HOLIDAY AND HOLIDAY PAY POLICY

Policy Title: Holiday and Holiday Pay

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POLICY STATEMENT

Grand Forks County designates certain days as paid holidays each year, in addition to providing two (2) personal holidays to eligible employees.

RATIONALE

To identify observed holidays and the eligibility for and circumstances under which Holiday and Personal Holiday Pay is allowed.

APPLIES TO

All eligible employees, who regularly work an average of at least 20 hours per week. Elected officials, temporary/seasonal employees, and employees who regularly work *less* than an average of 20 hour per week are not eligible for Holiday pay.

DEFINITIONS

Eligible Employee: Employees who work an average of at least 20 hours per week/1,040 hours per year.

Temporary/Seasonal: Employees who are expected to remain in a position only for a certain amount of time.

Active Pay Status: Employees who are at work or on approved leave with pay, such as vacation or sick leave.

Inactive Pay Status: Employees who are not receiving regular pay for hours worked or approved leave with pay, such as vacation and sick leave.

Exempt: Employee not eligible to be paid overtime.

Non-Exempt: Employees are eligible to be paid for overtime hours worked.

OBSERVED HOLIDAYS

New Year's Day.....	January 1
Martin Luther King Jr. Day.....	3 rd Monday in January
President's Day.....	3 rd Monday in February
Good Friday.....	Friday prior to Easter
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	1 st Monday in September
Veteran's Day.....	November 11
Thanksgiving Day.....	4 th Thursday in November
Friday after Thanksgiving.....	Friday after Thanksgiving
Christmas Eve*	December 24
Christmas.....	December 25
Personal Holiday.....	See Personal Holiday Guidelines

* Unless that day is a weekend or holiday pursuant to Section 1-03-02.1 of the North Dakota Century Code. If December 24th falls on a Monday through Thursday, County offices are closed all day.

When New Year's Day, Independence Day, Veteran's Day, or Christmas Day fall on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on Sunday, the holiday will be observed the subsequent Monday.

OBSERVED HOLIDAY GUIDELINES

OBSERVED HOLIDAY ELIGIBILITY

Employees are eligible for holiday pay regardless if the holiday falls on a day they are scheduled to work.

Employees who are on inactive pay status or on an unscheduled Vacation or Sick Leave the scheduled workday preceding or the scheduled workday following the holiday are not be eligible for holiday pay.

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

An employee, who, because of necessity to continue essential services, is scheduled to work on a holiday and who, without notice or valid reason, fails to report for such work may, at the discretion of the Department Head, lose holiday pay.

HOLIDAY PAY

Holiday Pay will is calculated on the employee's base rate at the time of the holiday, not to exceed eight (8) hours.

Employees who are on an approved Vacation Leave or on approved Sick Leave at the time a holiday occurs, Holiday Pay is provided instead of the paid time off benefit that would otherwise have applied.

Holiday Pay does not include shift differential, incentive pay, bonuses, or other special forms of compensation and not considered hours worked for purposes of determining overtime.

Extenuating circumstances will be reviewed on a case-by-case basis by the Department Head and consultation with Human Resources.

WORKING DURING A HOLIDAY

If an eligible employee works on an observed holiday, they will receive wages at their base rate for the hours worked on the holiday and in addition will receive Holiday Pay.

PERSONAL HOLIDAY GUIDELINES

PERSONAL HOLIDAYS ELIGIBILITY

Eligible employees, with a minimum of one year of service, will receive two (2) personal holidays each calendar year. Personal Holidays not used by the end of the calendar year will be forfeited.

USE AND PAYMENT PERSONAL HOLIDAYS PAY

Personal Holiday Pay is calculated on the employee's base rate at the time of the Personal Holiday and must be used in full day increments, not to exceed eight (8) hours.

Personal Holiday Pay does not include shift differential, incentive pay, bonuses, or other special forms of compensation and not considered hours worked for purposes of determining overtime.

SCHEDULING

Personal Holidays shall be scheduled in advance by the employee and use is subject to approval by the Department Head or their designee. It is the responsibility of the employee to provide the supervisor or Department Head with reasonable notice.

Department Heads or their designee should attempt to approve an employee's request to use a Personal Holiday, provided the County's operations are not adversely affected by the time off request.

BORROWING

Personal Holiday pay advances is not permitted.

PAY IN LIEU OF PERSONAL HOLIDAY

Personal Holiday payouts during active employment is not permitted.

SEPARATION OF EMPLOYMENT

Employees separating from employment with the County shall be paid for unused Personal Holidays. Unused Personal Holidays will be paid with the next regularly scheduled semi-monthly paycheck, in one lump sum, at the employee's current rate.

Personal Holidays shall not be used to extend an employee's actual date of separation and the employee's last day of employment may not be on a Personal Holiday.

In the event of an Employee's death, the Personal Holiday payout will be made to the personal representative of the estate.

ROLES

Department Heads or designee are responsible for ensuring that Personal Holidays are used in accordance with this policy and to ensure that their employees receive Holiday Pay if an employee works on an observed Holiday.

Employees are responsible for requesting Personal Holidays off in advance.

Payroll will record and track all Holiday and Personal Holiday Pay through the County's Payroll system.

This policy is intended as a guideline to assist in the consistent application of Grand Forks County policies and procedures for employees. The policy does not create a contract implied or expressed with any Grand Forks County employees. Grand Forks County reserves the right to modify this policy in whole or in part, at any time, in its sole discretion. This policy will be reviewed no less than every three years, unless required by Federal, State, or Local law.

RESOURCES

Contact the Human Resources if you have any questions or if you would like additional information about this policy.

FORMS

Time Off Request and Payment Form

RELATED POLICIES AND PROCEDURES

Vacation Leave
Sick Leave
Bereavement Leave
Family and Medical Leave
Attendance Policy