

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-03

Eff. 2/21/12

HOLIDAYS

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Grand Forks County will grant holiday time off to all employees on the holidays listed below.

- **New Year's Day (January 1)**
- **Martin Luther King Jr. Day (third Monday in January)**
- **Presidents Day**
- **Good Friday**
- **Memorial Day (last Monday in May)**
- **Independence Day (July 4)**
- **Labor Day (first Monday in September)**
- **Veteran's Day (November 11th)**
- **Thanksgiving (fourth Thursday in November)**
- **Friday after Thanksgiving, effective 2005**
- **Christmas Eve**
 - *Unless that day is a weekend or holiday pursuant to Section 1-03-02.1 of the North Dakota Century Code.*
 - *If Dec. 24 falls on a Monday through Thursday, county offices are closed all day.*
- **Christmas (December 25)**
- **Any other day designated by the County Commission.**

A recognized holiday which falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

According to applicable restrictions, the county will grant paid holiday time off to all eligible employees immediately. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day, to a maximum of eight hours.

If an eligible employee works on a recognized holiday, they will receive wages at the straight time base pay rate for the hours worked on the holiday and receive another day off with pay upon approval of their supervisor. If the supervisor is unable to provide another day off, the employee will receive holiday pay. Exempt employees will receive another day off in lieu of holiday pay.

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If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation or normal day off), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.