

## 8.190 HOLIDAYS

### Policy Statement

Hernando County Board of County Commissioners shall designate on an annual basis ten (10) paid holidays and two (2) floating holidays for employees during the calendar year. The Board of County Commissioners may revise designated holidays by adding, deleting, or changing recognized dates.

- The list of holidays for employees will be approved and published annually by Hernando County.
- Designated holidays falling on Saturday will be observed on the preceding Friday. Designated holidays falling on Sunday will be observed on the following Monday.
- An employee scheduled on the Saturday or Sunday of an observed holiday as part of their regular schedule shall observe the actual holiday for purposes of this policy.
- Non-exempt regular full-time employees, who are required to work on the holiday, will be paid for the holiday in addition to their regular rate of pay for any time worked on the holiday.
- An employee may be required to provide a release from physician if takes unplanned sick leave (PTO or LWOP) on the day preceding, or immediately following the observed holiday. Failure to provide requested documentation may result in employee loss of holiday pay and may result in disciplinary action, up to and including termination.
- Regular full-time employees, who work a schedule other than Monday through Friday, may with Department Head approval designate an alternate day for the holiday when the holiday falls on Monday or Friday. The alternate day will be taken during the same pay period, if possible. If taking the alternate day during the same pay period is not possible, the day will be taken in the next pay period. Alternate holidays shall be used within 30 days.
- Seasonal and temporary employees are not eligible for holiday pay.
- All planned leave hours including sick, vacation, PTO, holidays, and civil leave will be used for purposes of calculating overtime.
- Employees scheduled to be off of work due to vacation, medical, bereavement, or short-term military leave must use the day observed. Holidays occurring during leave will be compensated as such and not deducted as another leave type.
- For purposes of this section, holiday time shall not be pyramided for purposes of overtime accruals.
- Unless approved by the Human Resources Director, or County Administrator, or designees, Employees will not be eligible for holiday pay if on the following:
  1. Workers Compensation
  2. Unpaid disciplinary suspension
  3. Disability
  4. Leave without pay
- Employees on the payroll on January 1st of each year shall be granted two (2) floating holidays to use the same calendar year. Employees who were not on the payroll on January 1st but were on the payroll on or prior to July 1st shall be granted one (1) floating holiday for that calendar year.