



**Board of Commissioners
Agenda Item Transmittal Form
Policy Transmittal Form**

Type of Request: Amendment to the current Holiday Policy		County Clerk Use Only Policy #:	
<input type="checkbox"/> Submission Information Contact Name: Toni Holmes Department: Talent Management		<input type="checkbox"/> Information Summary of Request: Amendment to the current Holiday Policy, specifically addition of a Personal Holiday	
<input checked="" type="checkbox"/> Department Director /Elected Official Signature I have reviewed the attached, and it is approved as to substance. Signature: <i>J. C.</i> Date: 11/30/18		<input type="checkbox"/> Chief of Staff Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	
<input type="checkbox"/> County Attorney Signature I have reviewed the attached, and it is approved as to form. Signature: _____ Date: _____		<input type="checkbox"/> Director of Legislative Affairs/County Clerk Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	

Notes and Comments:

2018-531E

HOLIDAYS

The following days are designated as holidays:

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Two other personal holidays are granted each year to each regular full-time employee who has successfully completed a working test period. These holidays may be taken at the discretion of an eligible employee with the approval of the supervisor. Reasonable prior notice, with consideration for work schedules, must be a priority.

Other workdays may be declared holidays by the Board of Commissioners. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday. Holidays that fall during leave shall not be charged against leave.

Upon an employee's termination there is no payout for any county holidays including the personal holiday.

Holidays for Regular Full-Time Non-Exempt Employees

When regular, full-time hourly (non-exempt) employees are scheduled to work a holiday, they will receive holiday pay and pay for the hours they work during the holiday

When a regular, full-time hourly employee (non-exempt) is not scheduled to work a holiday, that employee would not receive the holiday pay. That employee's supervisor shall schedule another day during that pay period for the employee to take off in lieu of the holiday pay.

Public Safety full-time hourly (non-exempt) employees shall receive holiday pay whether they are scheduled to work the holiday or not.

Holidays for Regular Full-Time Exempt Employees, including Public Safety Employees*

When regular full-time salaried (exempt) employees are scheduled to work a holiday, that employee would receive the holiday pay along with pay for hours worked during the holiday, not to exceed his/her regular weekly salary plus the paid holiday(s). If working the holiday would put the exempt employee over 40 hours worked, then the employee's supervisor shall schedule another day during the pay period for the employee to take off.

When a regular full-time exempt employee's regular work schedule does not include a holiday, that employee would not receive holiday pay for that holiday, his/her supervisor shall schedule another day during that pay period for the employee to take off for holiday pay.

If a regular, full-time employee is not requested to work the holiday by his/her supervisor, but chooses to work a holiday for which he/she should be off, that employee would receive their holiday pay, but no additional pay for any hours worked during the Holiday .

*Due to the work schedule of the Fire Suppression employees, Fire Suppression exempt employees shall receive holiday pay whether they are scheduled to work or not.

Policy Changes

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this ____ Day of _____

Board of Commissioners
Rockdale County, Georgia

By: _____
Oz Nesbitt, Chairman

Attest:

By: _____
Jennifer Rutledge, County Clerk