

## **9.5 ESSENTIAL PERSONNEL HOLIDAY POLICY**

For the purpose of this policy Essential Personnel shall be defined as those full-time personnel who must be replaced in order for essential daily operations of the County to remain intact.

### Identified Essential Personnel

- Deputies assigned to patrol duties
- Dispatch personnel
- Jail Personnel

### Holiday Options

In the event essential personnel are scheduled to work an approved county holiday, they have the option of taking the holiday time off, if suitable replacement personnel are available and such action is approved, or

In the event the essential personnel work the approved holiday he/she would receive an additional 8 hours of holiday pay added to their timesheet. This additional 8 hours of pay would be at the employee's normal rate of pay and will not be utilized in calculating any overtime pay.

Personnel who are not scheduled to work on an approved holiday will have an additional 8 hours of pay added to their time sheet. This additional 8 hours of pay would be at the employee's normal rate of pay and will not be utilized in calculating any overtime pay.

In the event of a situation affecting general county business, such as a hurricane, fire or electrical outage, Commissioners Court may employ an alternate plan of action.