

9.0 HOLIDAYS

9.1 GENERAL HOLIDAY POLICY

Paid holidays are established each year by the Commissioners Court. The Commissioners Court reviews a holiday calendar and adopts holiday dates for each specific year.

The Commissioners Court may declare holidays for special events. A list of holidays approved by the Commissioners Court for the current year, specifying days of the week and dates, may be obtained from your Department Head.

County offices are closed in observance of recognized holidays, with the exception of those offices that operate on a 24-hour basis, seven days per week. These offices include but may not be limited to the Sheriff's Office, Emergency Medical Service and other departments with personnel who perform law enforcement and/or emergency functions.

HOLIDAY ELIGIBILITY: This holiday policy applies to Regular Full time – 40 hours per week employees. Regular Full Time – 32 hours per week employees will receive holiday (prorated at 6.5). In order to receive holiday pay, all eligible full-time employees must work, or have approved time off with pay, on their last scheduled workday before a holiday, and on the first scheduled workday after a holiday.

HOLIDAYS TAKEN AND OVERTIME: For purposes of computing overtime hours worked, time away from the job during the workweek for reasons such as holiday taken, are not actual hours worked, and therefore will not count towards the calculation of overtime or compensatory time.