



# DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

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Policy	207	Approval Date: 8/5/2014
Policy Title	<b>Holidays</b>	Effective Date: 8/5/2014
		Revision Date(s): 11/4/19; 10/29/21; 9/27/2022

Employees will be granted the following paid holidays:

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| <ul style="list-style-type: none"> <li>New Year's Day</li> <li>Spring Holiday (Friday before Easter)</li> <li>Memorial Day</li> <li>Independence</li> <li>Labor Day</li> </ul> | <ul style="list-style-type: none"> <li>Thanksgiving Day</li> <li>Day after Thanksgiving*</li> <li>Christmas Eve Day</li> <li>Day Christmas Day</li> <li>New Year's Eve Day</li> </ul> |
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\*Clearview employees may be eligible for a floating holiday instead of the day after Thanksgiving.

If any of the noted holidays should fall on a Saturday the holiday will be observed on the Friday prior, if the holiday falls on a Sunday the holiday will be observed the following Monday. If the day before Christmas or New Year's should fall on a Sunday, they will be observed on the preceding Friday.

Holiday pay will be based upon regularly scheduled hours, exclusive of shift premium, if any.

If any of the above mentioned holidays occur while an employee is on vacation, the employee will be granted another day of leave or a scheduled day off.

To be eligible for holiday pay, an employee must work the scheduled day before and after the holiday. An employee who does not work the day before or after the holiday due to an unscheduled absence, (using the department's call in procedure) will lose the holiday pay unless the unscheduled day is a verified illness (must produce a Doctor's note). Employees who are using pre-approved paid time off, i.e., vacation, PTO, comp time, etc. will be eligible for the holiday. An employee must use his/her own paid time for the full scheduled hours the day before and after the holiday in order to be paid for the holiday. During the first three (3) months in a benefit-eligible position, if the employee has insufficient paid time before or after the holiday and has a verified illness, holiday pay eligibility will be reviewed by the Human Resources Director and County Administrator with eligibility determined on a case-by-case basis.

### **Clearview Employees**

Clearview Nursing Management employees and employees working in positions requiring seven (7) days per week coverage who are scheduled to work a holiday may choose holiday pay in addition to time and one-half (1-1/2) their normal rate for all hours worked on a holiday or bank the holiday for use at a later time with supervisory approval. An employee who has not taken time off for any of the above listed holidays by December 31 of the year will be paid in January for such unused holidays at the rate in effect the previous December. Christmas Eve, Christmas Day and New Year's Eve Day, however, may be carried forward and used in the following year.

If a Clearview employee calls in sick on a holiday, management may schedule the employee to work another day under Clearview's rescheduling policy.

### **Clearview Part-Time Employees**

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior calendar year, will have their holiday pay pro-rated. The pro-ration calculation will take place at the beginning of the year and will take into consideration the number of hours paid to the employee during the prior calendar year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of holiday hours paid versus holiday hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many hours the employee will be paid for a holiday during the upcoming year.

### **Sheriff's Office**

Sheriff's Department employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday, and will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval. Part-time, non-benefitted employees are eligible for premium pay for work performed on the holiday.

Sheriff's Department employees whose work schedule results in the employee not being scheduled to work on a holiday will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

### **Highway Department**

Highway employees who work on a holiday will be paid their regular rate of pay and in addition will be paid 1½ times their regular rate of pay for hours worked on the holiday. Highway employees who are required to work on Christmas Day (actual day) will receive two (2) times their regular rate of pay in addition to the holiday pay.

### **Building Maintenance Department**

Building Maintenance Department employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday, and will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

Building Maintenance Department employees whose work schedule results in the employee not being scheduled to work on a holiday will be given an eight (8) hour day off which must be taken in a full day increment and must be scheduled in advance with management approval.

Maintenance Mechanics will observe holidays on the actual day of the holiday. If the actual day of the holiday falls on a scheduled day off for the employee, an eight (8) hour day off will be granted, which must be taken in a full day increment and must be scheduled in advance with management approval.

### **Part-time Status (Non-Clearview)**

Part-time benefit eligible employees will earn holiday based on the employee's full time equivalent (F.T.E) status as follows:

<b>F.T.E</b>	<b>Hours</b>
.5	4
.6	4.75
.65	5
.7	5.5
.75	6
.8	6.5
.85	6.75
.9	7.25

