SECTION 8. HOLIDAYS

8.1 HOLIDAYS

GENERAL POLICY

COUNTY OFFICES THAT ARE NORMALLY OPEN ON BUSINESS DAYS ARE CLOSED ON DESIGNATED HOLIDAYS. PAID HOLIDAYS ARE ESTABLISHED EACH YEAR BY COMMISSIONERS COURT. DESIGNATED HOLIDAYS FOLLOW THE FEDERALLY OBSERVED HOLIDAYS PLUS OTHER APPROVED HOLIDAYS IDENTIFIED BY COMMISSIONERS' COURT.

THE HUMAN RESOURCES OFFICE WILL POST A LIST OF HOLIDAYS FOLLOWING DESIGNATION BY THE COMMISSIONERS COURT FOR THE UPCOMING YEAR.

WHEN AN APPROVED LEGAL HOLIDAY FALLS ON A SATURDAY, IT WILL BE OBSERVED ON THE PRECEDING FRIDAY. WHEN AN APPROVED LEGAL HOLIDAY FALLS ON A SUNDAY, IT WILL BE OBSERVED ON THE FOLLOWING MONDAY. THIS APPLIES TO EMPLOYEES WHOSE SCHEDULED WORKWEEK IS MONDAY THROUGH FRIDAY.

ELIGIBILITY

ALL FULL-TIME REGULAR EMPLOYEES SHALL BE ELIGIBLE FOR THE PAID HOLIDAY BENEFIT.

HOLIDAYS

THE COUNTY HOLIDAYS FOR THE FOLLOWING CALENDAR YEAR SHALL BE DETERMINED BY THE LAMPASAS COUNTY COMMISSIONER COURT AT ITS FIRST MEETING OF EACH OCTOBER. ON DESIGNATED COUNTY HOLIDAYS, EACH EMPLOYEE IS PAID THEIR HOURLY RATE OF PAY FOR AN EIGHT HOUR WORK DAY.

EMPLOYEES ASSIGNED SHIFTS IN AN "AROUND THE CLOCK" OR "ON CALL" OPERATION MAY BE DIRECTED BY THE DEPARTMENT HEAD TO REPORT FOR WORK ON ANY HOLIDAY. LAW ENFORCEMENT EMPLOYEES WHO WORK SUCH ASSIGNED SHIFTS WHO ARE REQUIRED TO WORK A HOLIDAY WILL BE PAID TIME AND ONE HALF FOR THE HOLIDAY HOURS WORKED.

HOLIDAY DURING VACATION

IF A PAID HOLIDAY OCCURS DURING THE VACATION OF AN ELIGIBLE EMPLOYEE, THAT DAY SHALL BE PAID AS A HOLIDAY AND NOT BE CHARGED AGAINST THE EMPLOYEE'S ACCRUED VACATION BALANCE.

SECTION 8. HOLIDAYS

8.1 HOLIDAYS (CONT'D)

HOLIDAY ON NON-WORKDAY

REGULAR EMPLOYEES WHOSE JOBS ARE NOT EXEMPT UNDER FLSA AND WHO ARE REQUIRED TO WORK ON A HOLIDAY, EITHER (1) WILL BE PAID FOR THE HOURS WORKED OR TIME AND ONE-HALF FOR THE HOURS WORKED ON A HOLIDAY IN EXCESS OF A 40-HOUR WORK WEEK, OR (2) WILL BE PROVIDED AN ALTERNATE DAY OFF IN EXCHANGE FOR THE HOLIDAY. SHERIFF DEPARTMENT EMPLOYEES WILL BE PAID SIMILARLY BASED ON THE 171 HOUR OVERTIME REQUIREMENT.

NO ADDITIONAL COMPENSATION IS OWED A LAW ENFORCEMENT EMPLOYEE WHO HAS A SCHEDULED DAY OFF AND THE HOLIDAY FALLS ON THAT DAY

EMERGENCIES

AN ELIGIBLE EMPLOYEE CALLED IN TO WORK ON A HOLIDAY BECAUSE OF AN EMERGENCY, OR OTHER SPECIAL NEED OF THE COUNTY, SHALL BE GIVEN PAID TIME OFF DURING THE NEXT 30 DAYS EQUIVALENT TO THE AMOUNT OF TIME WORKED ON THE HOLIDAY.

SPECIAL OBSERVANCES

SPECIAL CONSIDERATION SHALL BE GIVEN TO EMPLOYEES REQUESTING TIME OFF FOR RELIGIOUS OR OTHER SPECIAL OBSERVANCES WHICH ARE NOT DESIGNATED AS PAID HOLIDAYS FOR THE COUNTY.

AN EMPLOYEE MAY EXCHANGE A DESIGNATED RELIGIOUS HOLIDAY FOR ANOTHER HOLIDAY OF HIS OR HER OWN PREFERENCE, WITH PRIOR APPROVAL FROM THE DEPARTMENT HEAD.

DETERMINATION OF GRANTED LEAVE UNDER THE SECTION ABOVE SHALL BE MADE BY THE SUPERVISOR OF THE DEPARTMENT IN WHICH THE EMPLOYEE WORKS, BASED ON THE NEEDS OF THE DEPARTMENT. VACATION, COMPENSATORY TIME, OR LEAVE WITHOUT PAY MAY BE USED FOR LEAVE GRANTED UNDER THIS SECTION OF THIS POLICY.