

Rule X: Attendance and Holidays**RULE X****Attendance and Holidays****Section A. Attendance**

- 1 Attendance schedules for full-time employees shall be based on an eight-hour day and a 40-hour week, except as otherwise authorized by these rules. Appointing Authorities may establish reporting times, lunch periods and closing hours. Appointing Authorities may also establish flextime schedules for their employees.
- 2 All employees shall follow the work schedules established for their departments, subject to the provisions of these rules with references to hours, holidays, paid time off, vacation, sick, military and other authorized leaves of absence.
- 3 All departments shall keep daily attendance records of employees and shall submit them in the manner and according to a schedule approved by the Personnel Director.

Section B. Holidays**1 General provisions**

- a Full-time probationary and permanent employees shall be entitled to time off with pay, compensatory time off or pay in lieu thereof on the following legal holidays, subject to the provisions specified further in this section:

New Year's Day January 1

Martin Luther King Day Third Monday in January

Presidents' Day Third Monday in February

Memorial Day Last Monday in May

Juneteenth June 19

Independence Day July 4

Labor Day First Monday in September

Veterans Day November 11

Thanksgiving Fourth Thursday in November

Day after Thanksgiving The Friday following the fourth Thursday in November

Christmas Day December 25

Personal Holiday As Scheduled (if in the Traditional Time Off Plan)

- b Any additional holidays must be declared and recognized as a holiday by a lawful County Authority before time off with pay can be authorized.
- c Temporary, seasonal, emergency, intermittent, and on-call employees, and employees compensated on a session rate basis, are not entitled to paid holiday time off. Such employees who work on a holiday shall be compensated only at straight-time rates for the time actually worked unless otherwise provided by these rules.
- d Holiday benefits for term employees shall be determined at the time of appointment and in accordance with the nature and length of their term appointments.

2 Administration of holiday leave

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- 40 a Holidays falling on Sunday will normally be observed on the Monday following such holiday.
41 Holidays falling on Saturday will normally be observed on the Friday preceding such holiday.
- 42 b If an employee is off on authorized leave without pay on either two or more work days before or
43 two or more work days after a holiday, the holiday is forfeited. An employee who is off for
44 unauthorized leave on either the work day before or the workday after a holiday forfeits the
45 holiday.
- 46 c When the first day of work for a new employee follows the holiday, the employee shall not be paid
47 for the holiday. This provision does not apply to an employee transferred from one department to
48 another without a break in service.
- 49 d An employee absent without authorization on a holiday on which the employee is scheduled to
50 work forfeits all rights to holiday benefits for that day.
- 51 e A part-time employee who is regularly engaged on a biweekly basis in employment of 40 hours or
52 more in accordance with a definite work schedule shall be entitled to holiday benefits in direct
53 proportion to the amount of time normally worked.
- 54 f An employee who is engaged in a part-time employment of less than 40 hours on a biweekly basis
55 shall receive no holiday benefits for holidays falling on days which are scheduled work days for the
56 employee. Such an employee shall be compensated only at the straight time rate for time actually
57 worked when required to work on a holiday.
- 58 g The following conditions shall govern the administration of the Personal Holiday:
- 59 (1) An employee must be in the Traditional Time Off Plan.
- 60 (2) An employee must have completed the initial 13 pay periods of the probationary period to be
61 eligible for the holiday.
- 62 (3) The employee must notify the department in the manner required by the Appointing Authority
63 prior to taking the Personal Holiday so the department can effectively schedule its operations.
64 If the department's services would be seriously affected by granting the Personal Holiday, the
65 Appointing Authority can require the employee to reschedule the holiday.
- 66 (4) The Personal Holiday cannot occur on the last day of work for a terminating employee. If the
67 Personal Holiday has not been taken, the terminating employee will not receive pay for the
68 Personal Holiday.
- 69 (5) A Personal Holiday not taken during the calendar year in which it occurs cannot be accrued and
70 taken in a succeeding calendar year, except under special circumstances requested by the
71 Appointing Authority and approved by the Civil Service Commission.
- 72 (6) The Personal Holiday must be taken on one day.

73 3 Payment for holidays worked

74 Employees eligible for holiday time off with pay who are required to work on a holiday shall be
75 compensated in accordance with the provisions of Rule XIII, Pay Plan.

76 4 Effects on other leaves

77 Holidays falling within a period of paid time off, vacation leave, or approved sick leave shall not be
78 counted in computing such leave.

79 5 Leave for voting

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- 80 a Employees are urged to vote outside of working hours. Where this is not possible on any election
81 day, all employees scheduled to work eight hours shall be entitled to vote and whenever necessary
82 for the purpose of voting shall be entitled to three consecutive hours without any loss in pay
83 between the opening and closing hours of the polls provided the employee is eligible to vote and
84 has notified the Appointing Authority by the previous day of the intention to take time off to vote.
- 85 b An employee whose work schedule is such that the employee starts or quits the work day three
86 hours after the opening of the polls or three hours before the closing of the polls is not eligible for
87 time off from work for voting purposes.
- 88 c Leave for voting shall be granted to a part-time employee only when scheduled to work eight hours
89 on an Election Day.