ARTICLE 7
HOLIDAYS

1. **Holidays**

   A. **Recognized and Observed Holidays**

      The following days shall be recognized and observed as paid holidays, or any day declared *as such* by the Governor or the President of the United States for all employees in the public and private sectors:

      1. New Year's Day (January 1st)
      2. Rev Dr. Martin Luther King, Jr.'s Birthday (3rd Monday in January)
      3. Presidents Day (3rd Monday in February)
      4. Memorial Day (last Monday in May)
      5. Juneteenth (June 19th)
      6. Independence Day (July 4th)
      7. Labor Day (1st Monday in September)
      8. Veterans' Day (November 11th)
      9. Thanksgiving Day (4th Thursday in November)
      10. Christmas Day (December 25th), or with approval of the supervisor, this day may be traded for any other cultural or religious holiday during the fiscal year, provided the employee uses paid leave for, or works on December 25. The provisions governing use of personal holidays in Section 6.B will apply.

   11. One (1) Personal Holiday. Employees covered by this Agreement shall be eligible after six (6) months of employment for a Personal Holiday (one (1) day) subject to the same terms and limitations of a personal holiday under Section 6 below. Thereafter, employees shall be credited with one Personal Holiday each fiscal year.

   12. Eight (8) hours of flexible holiday time for any cultural or religious holiday during the fiscal year, provided the employee gives two (2) weeks’ notice and has the consent of the employee’s supervisor. If the supervisor determines that holiday usage/requested is impractical, the employee will be credited with eight (8) hours of
personal holiday time, per Section 6 below.

B. Part-time employees shall be entitled to leave on observed holidays, provided, however, that the amount of the leave shall not exceed the fraction of a full-time position which is normally worked by the employee, e.g., a half-time (1/2) employee shall have no more than four (4) hours of holiday leave. If the length of the employee's shift on the observed holiday would exceed the fraction of a shift to which the employee is entitled, and the County operation to which the employee is assigned is closed for business on that date, the difference between the holiday leave granted and the length of the normal shift shall be charged against accrued and available vacation leave or leave without pay at the employee's option.

2. **Holiday Pay**

   Full-time employees shall receive one (1) day's pay for each of the holidays listed above on which they perform no work. Part-time employees shall receive such pay only if eligible under Section 1.B. To be eligible for holiday pay, employees must be in pay status both on the day before and on the day after the observed holiday; except that Nurses assigned to school-based health clinics who are on unpaid leaves of absence during clinic closure for the Winter break, will still receive holiday pay for the Christmas and New Year holidays, and the four (4) hour holiday on either Christmas Eve or New Year's Eve.

3. **Holiday Observance**

   A. **Five Day Work Week**

      1. If the holiday falls on an employee's first scheduled day off, the preceding work day will be observed as that employee's holiday.

      2. If the holiday falls on an employee's second scheduled day off, the following day will be observed as that employee's holiday.

   B. **Four Day Work Week**

      1. If a holiday falls on an employee's first or second scheduled day off, the preceding work day will be observed as that employee's holiday, or the employee may choose to bank the holiday leave hours.
2. If a holiday falls on an employee's third scheduled day off, the following workday will be observed as that employee's holiday, or the employee may choose to bank the holiday leave hours.

3. If a holiday falls on the employee’s first, second or third day off, the employee and immediate supervisor can mutually agree upon the day that will be observed as that employee's holiday or the employee may choose to bank the holiday leave hours.

4. Holidays accumulated in this manner must be utilized by June 30th of each year. Those banked holidays not utilized will be paid to the employee at the employee’s base rate.

C. Irregular Scheduling
   If the employee is not scheduled for a four (4) or five (5) day week, holiday observance shall be at the discretion of the supervisor after consulting with the employee.

D. Twenty-four-hour Operations
   In twenty-four (24) hour operations, nine (9) specific holiday dates cited in Section 1.A. holidays shall be observed on the dates listed and employees shall be paid for the holiday day for which the majority of hours are worked. If an employee is scheduled off duty on a "specific holiday", the employee shall have the option of either taking the day off with pay or to take the day off without pay and schedule another day off with pay within one hundred twenty (120) days following the holiday. Such alternate day off shall be by mutual agreement between the employee and the County.

4. Holiday during Leave
   If a full-time employee or a part-time employee eligible under Section 1.B. is on authorized leave with pay when a holiday occurs, such holiday shall not be charged against such leave, except in the following circumstances when the full-time or part-time employee is on a:
   
   A. FMLA/OFLA continuous leave when the holiday occurs; and
   
   B. FMLA leave in increments of less than one week and the employee was scheduled and expected to work during the holiday.
5. **Holiday Work**

If a part-time or full-time employee works on any of the holidays listed above, the employee shall in addition to the employee’s holiday pay be paid for all hours worked at the rate of time and one-half (1-1/2) the employee’s regular rate of pay, or may elect, in lieu of holiday pay to receive another day off with pay on a date mutually agreeable between the employer and the employee. Holidays accumulated in this manner must be utilized by June 30th of each year, except Memorial Day and Juneteenth Holidays, which can be carried over to the following fiscal year. Those holidays not utilized will be paid to the employee at the employee’s base rate.

6. **Personal Holidays**

   A. **Accrual**

   Personal holidays may be accrued in lieu of:

   1. Eight (8) hours of flexible holiday time as provided in Section 1.A above;

   2. The Personal Holiday provided in Section 1.A above;

   3. A holiday which an employee takes as a regular unpaid day off as provided in Section 3.D, “Twenty-four-(24) hour Operations” above;

   4. A holiday on which an employee works as provided in Section 5, “Holiday Work,” above.

   B. **Other Applications**

   The provisions of Section 6.C below on the use of personal holidays will also apply to a religious holiday taken in lieu of Christmas as provided in Section 1.A. above;

   C. **Use of Personal Holidays**

   A personal holiday shall be a day off available at the discretion of the employee with the consent of the employer. Personal Holiday time will be charged in accordance with the uniform time charging provisions of Article 15.6.

   No compensation shall be paid for personal holidays not taken. All personal
holidays must be used by the end of each fiscal year (June 30th).