

SECTION 13 HOLIDAYS

A. POLICY STATEMENT: It is the policy of Hubbard County to provide employees with certain paid holidays.

B. ELIGIBILITY

1. An employee must be regularly scheduled and remain in pay status a minimum of twenty (20) hours per week. Employees who work more than twenty (20) hours per week but less than forty (40) hours per week shall have their holiday pay prorated.
2. Employees must be in pay status the last regular shift to which they would have been assigned prior to the holiday and first regular shift to which they would have been assigned following the holiday.

C. SCHEDULE

1. The following days have been designated as official paid Holidays:

New Year's Day (January 1)	Labor Day (1st Monday in September)
Martin Luther King Day (3 rd Monday in January)	Veterans' Day (November 11)
President's Day (3rd Monday in February)	Thanksgiving Day (4th Thursday in November)
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Day (December 25)
Independence Day (July 4)	

2. Changes in this schedule shall be authorized by the Board of County Commissioners.
3. When a holiday falls on a Saturday, the previous Friday shall be designated as the official holiday. When a holiday falls on a Sunday, the following Monday shall be designated as the official holiday.
4. Official holidays commence at the beginning of the first shift of the holiday and continue for twenty-four (24) hours.

D. COMPENSATION AND CALCULATION

1. When an eligible employee works an official holiday, the employee shall receive time and one half for hours worked in addition to regular holiday pay.
2. When an official holiday falls during a scheduled paid time off leave, the day shall be considered a holiday.
3. When an employee is sick on an official holiday, the time shall be considered a holiday.
4. When an official holiday falls during a paid leave of absence, the day shall be considered a holiday.
5. Paid holiday hours shall count toward the calculation of overtime.