



## Holidays

**Number: F-3**

**Revision: 3**

**Effective Date:**  
**02-16-2009**

**Pages: 2**

### 1.0 POLICY

The County of Lee grants compensation for certain holidays for benefited employees.

### 2.0 DEFINITIONS

None.

### 3.0 PROCEDURE / RULE

3.1 Lee County observes the following paid holidays:

New Year's Day  
Martin Luther King's Birthday  
Easter (Good Friday)  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving (2 Days)  
Christmas (Will observe the same holiday schedule as the State)

3.2 Each year, on a calendar-year basis, the Human Resources Department will issue a schedule of the days that will be observed for each holiday. Alternate holidays may be designated, by each department, or division when an officially designated holiday would result in inequities due to peculiarities of work schedules necessary to provide expected public services.

3.3 Department Directors shall post in a prominent place(s) in their departments a holiday schedule.

3.4 Regular holidays that occur during a vacation, sick or other paid time period of any officer or employee of the county shall not be charged as vacation, sick or other paid time.

**3.5** Benefited employees shall receive holidays with pay, providing that the employee is in pay status either the day before or the day after the holiday.

**3.6** Employees (other than sworn law enforcement officers and dispatchers in the Sheriff's Department or Jail) who are required to perform work on regularly scheduled holidays shall be granted compensatory time off.

**3.7 Holiday Accruals for Sheriff Department and Jail**

**A.** Employees working 12 hour shifts in the Sheriff's Department or Jail shall be granted 24 hours of holiday time per quarter, (April to June, July to September, October to December, January to March); Any holiday time must be used by June 30 of each fiscal year. Holiday time left after June 30 will be moved to the employee's compensatory time balance.

**B.** Holidays are credited on the 1<sup>st</sup> day of each quarter. Employees hired during the quarter will receive pro-rated holiday hours depending on the hire date.

**C.** Other sworn law enforcement officers working eight (8) hour shifts will be granted ninety-six (96) hours of holiday time each fiscal year. Holiday hours will be credited on July 1 of each fiscal year. Employees hired after July 1 of each fiscal year will receive pro-rated holiday hours based on the hire date.

**3.7** Employees in the Sheriff's Department or Jail shall take at least four (4) hours minimum when using holiday time.

**3.8** As of the effective date of this policy (4/27/2008) employees hired into positions working less than twenty (20) hours will no longer accrue holiday time.

**4.0 APPENDIX / APPENDICES**

None.