

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
 - Election Day..... First Tuesday after the first Monday of November in even numbered years
 - Labor Day..... First Monday in September
 - Veteran’s 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.

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38 d. Holiday benefits for term employees shall be determined at the time of appointment and in
39 accordance with the nature and length of their term appointments.

40 2. Administration of holiday leave

41 a. Holidays falling on Sunday will normally be observed on the Monday following such holiday.
42 Holidays falling on Saturday will normally be observed on the Friday preceding such holiday.

43 b. If an employee is off on authorized leave without pay on either two or more work days before or
44 two or more work days after a holiday, the holiday is forfeited. An employee who is off for
45 unauthorized leave on either the work day before or the workday after a holiday forfeits the
46 holiday.

47 c. When the first day of work for a new employee follows the holiday, the employee shall not be
48 paid for the holiday. This provision does not apply to an employee transferred from one
49 department to another without a break in service.

50 d. An employee absent without authorization on a holiday on which the employee is scheduled to
51 work forfeits all rights to holiday benefits for that day.

52 e. A part-time employee who is regularly engaged on a biweekly basis in employment of 40 hours
53 or more in accordance with a definite work schedule shall be entitled to holiday benefits in
54 direct proportion to the amount of time normally worked.

55 f. An employee who is engaged in a part-time employment of less than 40 hours on a biweekly
56 basis shall receive no holiday benefits for holidays falling on days which are scheduled work
57 days for the employee. Such an employee shall be compensated only at the straight time rate
58 for time actually worked when required to work on a holiday.

59 g. The following conditions shall govern the administration of the Personal Holiday:

60 (1) An employee must be in the Traditional Time Off Plan.

61 (2) An employee must have completed the initial 13 pay periods of the probationary period to
62 be eligible for the holiday.

63 (3) The employee must notify the department in the manner required by the Appointing
64 Authority prior to taking the Personal Holiday so the department can effectively schedule its
65 operations. If the department's services would be seriously affected by granting the
66 Personal Holiday, the Appointing Authority can require the employee to reschedule the
67 holiday.

68 (4) The Personal Holiday cannot occur on the last day of work for a terminating employee. If the
69 Personal Holiday has not been taken, the terminating employee will not receive pay for the
70 Personal Holiday.

71 (5) A Personal Holiday not taken during the calendar year in which it occurs cannot be accrued
72 and taken in a succeeding calendar year, except under special circumstances requested by
73 the Appointing Authority and approved by the Civil Service Commission.

74 (6) The Personal Holiday must be taken on one day.

75 3. Payment for holidays worked

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

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78 4. Effects on other leaves

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

81 5. Leave for voting

82 a. With the exception of the General Election Day Holiday noted in Part B(1)a, employees are
83 urged to vote outside of working hours. Where this is not possible, all employees scheduled to
84 work eight hours shall be entitled to vote and shall be entitled to three consecutive hours
85 without any loss in pay between the opening and closing hours of the polls provided the
86 employee has notified the Appointing Authority by the previous day of the intention to take time
87 off to vote.

88 b. Except as provided in Part B(1)a, an employee whose work schedule is such that the employee
89 starts or quits the work day three hours after the opening of the polls or three hours before the
90 closing of the polls is not eligible for time off from work for voting purposes.

91 c. Leave for voting shall be granted to a part-time employee only when scheduled to work eight
92 hours on an Election Day.