

Description:

HOLIDAY POLICY

Policy Number: 62-146



WINNEBAGO COUNTY

Revision Date: 7/10/14

Issue Date: 7/10/14

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I. POLICY

The County designates and observes certain days each year as holidays. Designated holidays may be adjusted from year to year as deemed necessary by the County Board. Eligible employees will be compensated with pay for each holiday observed, as long as the guidelines of the policy are met.

II. SCOPE

This policy applies to every employee of Winnebago County, including elected officials if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

III. PROGRAM OUTLINE

- Subject to future revision by the County Board, Winnebago County observes 12 paid holidays each year:
 - New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and day after, Christmas Eve, Christmas Day
- An observed holiday schedule will published annually by the Human Resources Department.

IV. GUIDELINES:

- Full-time employees are eligible for holiday pay effective immediately with no introductory waiting period. Part-time employees are eligible for holiday pay upon the completion of their new hire introductory period. Holiday pay will be calculated based on the employee's straight-time pay (as of the date of the holiday) times the number of hours the employee would otherwise have been scheduled to work that day.
 - Eligible employee classifications are:
 - Regular Full-time employees

"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".

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- Regular part-time employees (may receive pro-rated pay based on the standard scheduled hours for the position.)
- Employees are expected to work the complete scheduled work days before and after a holiday in consideration of receiving holiday pay unless absence on either or both is pre-approved by the Department Head or Supervisor.
- A physician's statement or note in the form deemed acceptable to the County (in its discretion) will be required in all instances of unplanned absences, tardiness, leaving early, etc. on the day preceding or following a holiday in order to be considered for eligibility to receive holiday pay.
- If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half (1 ½) times their straight-time rate for the hours worked on the holiday; except Thanksgiving, Christmas Eve, and Christmas Day, the employee will be paid two (2) times his or her regular straight-time hourly rate of pay in addition to holiday pay.
- Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.
- It shall be the employee's responsibility to accurately report their time reflecting holiday time.
- In the event of an emergency or other situation which demands special attention, an employee may be required by the County to work on a holiday.