

OCT 15 2013

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** Randy Gillespie      **TODAY'S DATE:** October 3, 2013

**DEPARTMENT:** Personnel

**SIGNATURE OF DEPARTMENT HEAD:** *Randy Gillespie*

**REQUESTED AGENDA DATE:** October 15, 2013

**SPECIFIC AGENDA WORDING:** Consideration to approve amended Holiday Policy.

**PERSON(S) TO PRESENT ITEM:** Randy Gillespie

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

<b>TIME:</b> 15 minutes	<b>ACTION ITEM:</b> <u>  X  </u>
	<b>WORKSHOP:</b> _____
(Anticipated number of minutes needed to discuss item)	<b>CONSENT:</b> _____
	<b>EXECUTIVE:</b> _____

**STAFF NOTICE:**

<b>COUNTY ATTORNEY:</b> _____	<b>IT DEPARTMENT:</b> _____
<b>AUDITOR:</b> _____	<b>PURCHASING DEPARTMENT:</b> _____
<b>PERSONNEL:</b> _____	<b>PUBLIC WORKS:</b> _____
<b>BUDGET COORDINATOR:</b> _____	<b>OTHER:</b> _____

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

OCT 15 2013

**HOLIDAYS**

1. **Eligibility:** Full time regular employees are eligible for 8 hours holiday pay for each approved holiday. Employees must work the scheduled day before and the scheduled day after the holiday to be eligible for holiday pay, unless employee's absence is covered by approved accrued paid leave.
2. **Holidays:** Official County holidays are determined annually by the Commissioners Court. Current holidays include the following:
 

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Friday after Thanksgiving
Good Friday	Columbus Day	Christmas Eve
Memorial Day	Veteran's Day	Christmas Day

Employee's Birthday (must take within 30 days after)
3. **Adjusted Work Schedule:** Employees assigned to a work schedule other than the County's normal Monday through Friday schedule, their Elected Official may elect to adjust the week work schedule to accommodate the 8 hour holiday benefit. For example: If the work schedule is Monday through Thursday, four 10 hour days and Christmas Day falls on Friday. The Elected Official may adjust the work schedule that week to work 8 hours Monday, Tuesday, & Wednesday and employees would receive 8 hours holiday pay for both Thursday & Friday totaling 40 hours for that work week. Adjusted work schedule should be posted at least 2 weeks prior to inform employees, public and the Personnel Office of the change.
4. **Holidays During Scheduled Vacation:** Should a paid holiday fall during the eligible employee's scheduled vacation, that day will be paid as a holiday and will not be charged against the employee's vacation balance.
5. **Holiday on Day Off:** This applies to eligible employees whose work schedule is not based on a weekday schedule. (Weekends included in work schedule and normal days off during the weekdays.) Should a holiday fall on a normal day off for these employees, the employee will be allowed to accrue 8 hours of holiday time to be used on another regular scheduled workday. Scheduled use of accrued holiday time must be approved by supervisor.
6. **Work on Holiday:** Eligible employees who are required to work on a County recognized holiday will be allowed to accrue up to 8 hours of holiday time to use at a later date as scheduled by their supervisor. Eligible employees employed by the Sheriff's Office as Patrol Deputies or Dispatchers may elect compensation for 6 of the 12 holidays during a calendar year. The compensable holiday must fall on a normal scheduled workday. Holidays worked that are not a normal scheduled workday and which put the employee in overtime status, will not be considered a compensable holiday and employee will accrue 8 hours of holiday time for the holiday worked.
7. **Carryover of Accrued Holiday Time:** Eligible employees who accrue holiday benefits may carryover their accrued holiday time up to a maximum of 32 hours into the following calendar year. Any such accrued carryover time must be taken by December 31 of that year. Any carryover time not taken by December 31 of that year will be forfeited.

Amended October 15, 2013