

SALINE COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: 01-01-04
SUPERSEDES: 02-10-03

SECTION NO. 30 **PAGE** 1
POLICY NO. 10b **OF** 2

SUBJECT: Holiday Pay

SCOPE: All Employees of the Saline County Sheriff's Office and Surveillance Officers of the Community Corrections Department


1. One day (8 hours) pay shall be granted to all regular full-time and probationary employees, except Operations Division and Corrections Division Officers for the following holidays:

New Year's Day
Martin Luther King's Birthday
Presidents Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving (in lieu of Lincoln's Birthday)
Christmas Day
Christmas Floater (in lieu of Columbus Day)

2. Employees in the Operations Division and Corrections Division not typically scheduled 8-hour days shall receive 96 hours of holiday pay per year as assigned by the Sheriff in lieu of the 11 traditional holidays and one personal day. If the employee is assigned to work on a scheduled holiday, employees shall receive compensation at the rate of time and one-half normal rate for hours worked that day, plus the holiday pay.
3. Regular part-time employees shall be paid for observed holidays which fall on days which they would otherwise be scheduled for work according to the number of hours for which they would otherwise be scheduled on that day.
4. Temporary and intermittent employees shall not receive paid holidays.
5. If the holiday falls on Saturday, the preceding Friday will be observed. If the holiday falls on Sunday, the following Monday will be observed. However, for those employees in the Sheriff

Office who are assigned to shifts for 24-hour coverage, the holiday will be observed on Saturday or Sunday and the Christmas floater will be observed as designated for all other county employees.

6. If the holiday falls on a regularly scheduled day off for an employee, another day off will be granted to compensate for the holiday.
7. An employee who works on the holiday will be paid at the rate of one and one-half times the employees normal rate of pay for hours worked plus the holiday pay. An employee who calls in sick on the holiday will only receive the holiday pay.
8. In order to receive pay for an observed holiday, an employee must not have been absent without pay for any part of the day, either on the work day before or after the holiday.
9. Upon termination, death or disability, employees who have accrued 'comp holidays' (holidays that were observed on their regularly scheduled day off) shall be paid for these days.



Sharon A. Barragree, Chairman
Saline County Board of Commissioners