

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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Observed Holidays & Compensation

OVERVIEW: This procedure identifies holidays that will be observed by the closing of administrative offices.

SCOPE: This procedure applies to all persons employed by the Board unless exempted by procedure.

PROVISIONS:

1. **Observed Holidays.** The following holidays will be observed and administrative offices closed. If the Board adopts any additional holidays beyond the list below, this procedure applies to those approved holiday(s):
 - a. New Year's Day
 - b. Martin Luther King Jr.'s Birthday (observed in conjunction with the Alachua County School Board)
 - c. Memorial Day (the last Monday in May)
 - d. Juneteenth Day
 - e. Independence Day
 - f. Labor Day
 - g. Veterans Day
 - h. Thanksgiving Day
 - i. Friday following Thanksgiving Day
 - j. One additional holiday to be designated by the Administrating Official in conjunction with Christmas Day
 - k. Christmas Day

2. **Holidays Falling on a Weekend.** Holidays falling on Saturday will be observed on the Friday preceding the holiday and those falling on Sunday will be observed on the Monday following the holiday.

If an employee is normally scheduled to work Saturday and/or Sunday, that employee's holiday will be observed on the day of the holiday's actual occurrence.

3. **Holiday Compensation.**

- a. Classified, Executive Service and Limited Term Appointment Employees
If a holiday is observed on a day which is a regular workday for an employee and if they are permitted to be off that day due to the holiday, they shall be paid straight time rate according to their typical schedule, provided the employee works the full scheduled work shift immediately preceding the holiday; and the full scheduled work shift immediately following the holiday, or the employee is in a pre-approved paid status for both. In extenuating circumstances, the Administrating Official may approve holiday compensation for employees who did not meet these requirements.
- b. Unclassified Employees. Temporary employees, including Unclassified Service, Intern and On-Call employees shall not be eligible for holiday pay or benefits.
- c. Exempt Employees. If an exempt employee is required by the supervisor to work on a County observed holiday, the employee shall receive their regular rate, plus hour for hour Compensatory Time up to their regularly scheduled hours, for the number of hours worked on that holiday. See Employee Procedure "[Types & Rates of Pay](#)" for utilization of this leave.

Examples:

Employee works 3 hours on Veteran's Day during their regular work hours, the employee will receive Holiday Pay plus an additional 3 hours of compensatory time.

Employee works 3 hours on Veteran's Day outside their regular work hours, the employee will receive straight time (hour for hour) for the time worked.

- d. Non-Exempt Employees. If a non-exempt employee is required by the supervisor to work on an observed holiday, the employee will be paid for hours worked at their regular rate plus [Holiday Pay](#).

4. **Regularly Scheduled Day Off.** If an exempt or non-exempt employee's regularly scheduled day off falls on a holiday, the Department Director may select the manner in which the employee is compensated for that holiday. There will be no monetary compensation for a holiday falling on the employee's regularly scheduled day off. The Department Director may select one of the following options:

- a. 40-hour employees may take a day off during that workweek as the holiday; or
- b. During a week with a holiday, the employee will revert back to the regular schedule of five, 8- hour work days; or

- c. The employee will receive a day of holiday compensatory time for use according to the [Compensatory Time Procedure](#).

5. **Floating Holiday.** Full time, permanent employees will receive 20 hours of floating holiday leave on the first day of the fiscal year. An employee may request the use of their 20 floating hours during each fiscal year, which shall be approved in advance by the appropriate Department Director or designee.
 - a. Floating holiday hours may not be carried into the next fiscal year and there shall be no cash payment in lieu of use.
 - b. Floating holidays hours may not be used before the first day of the fiscal year, regardless of when the pay period begins.
 - c. Floating holiday leave shall not be used in increments of less than fifteen minutes.
 - d. Unclassified Service, Temporary and On-Call employees shall not be eligible for floating holidays.
 - e. Floating holiday accrual will be pro-rated for part time employees working at least 20 hours per week.

6. **Sick Leave.** If an employee is scheduled to work on a holiday and is absent on a pre-approved sick leave, the employee shall receive holidays hours for that day.

7. **Annual Leave.** If an employee is scheduled to work on a holiday and is absent on approved paid annual leave, the employee shall receive pay for the number of hours they would have worked in a normal shift at their regular straight time rate.

8. **Workers' Compensation.** Employees on paid Workers' Compensation leave shall not forfeit pay due to a holiday.