

## **Policy 507 – Fixed and Personal Paid Holidays**

It is the policy of the Johnson County Government to establish fixed holidays to honor and celebrate dates of recognition and to allow citizens and employees to plan for the closing of Johnson County Government offices. It is also the policy of the Johnson County Government to provide employees with additional flexible holidays recognizing the importance of family time and traditions.

The County will observe the following paid holidays annually:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

Holidays are observed on the actual date of the holiday except when a holiday falls on a Saturday, the preceding Friday will be observed, and when a holiday falls on a Sunday, the following Monday will be observed. Whenever December 24 occurs on a Monday or December 26 occurs on a Friday, the County will observe an additional fixed holiday on those dates. Departments/agencies/offices with employees working 24-hour shifts may pay the holiday rate on the day the County observes the holiday or on either the day immediately preceding or following the day observed by the County.

The offices of the County, its agencies, departments, offices, and officials, except to the extent necessary to provide essential emergency or public safety operations, will be closed on the observance date for each of the designated holidays.

In addition to the fixed holidays, full-time regular and part-time partial plus employees will be provided additional paid personal holidays each year, such that the total of fixed and personal holidays shall not exceed 13 days per year.

*Effective 01.01.2020, Resolution No. 044-19,  
Revised 10.07.2021, Resolution No. 089-21*