

## **Procedure 507-1 – Fixed and Personal Holidays**

### **Fixed Holidays**

Full-time regular, part-time partial-plus, and part-time partial benefit employees are eligible for compensation for fixed holidays.

### ***Holiday Pay***

The holiday rate of pay for all eligible employees is the employee's regular rate of pay.

If the observed holiday falls on a day that a non-exempt employee would normally work, the employee will be compensated up to the employee's regularly scheduled hours of holiday pay. If the observed holiday falls on a day the employee normally would not work, full-time non-exempt employees will be compensated for eight hours of holiday pay, part-time partial-plus non-exempt employees will be compensated for six hours of holiday pay, and part-time partial non-exempt employees will be compensated for four hours of holiday pay at the employee's regular rate of pay.

Except as provided below for certain EMS employees, non-exempt employees who are required to work on the observed holiday will be paid a holiday premium at one and one-half times their regular rate of pay for those hours actually worked in addition to holiday pay for all regularly scheduled shift hours.

Exempt employees will receive their normal weekly salary during a week that includes an observed holiday, whether or not they work on the day the holiday is observed.

### ***EMS 24-hour Shift Employees***

EMS may designate the period from 8:00 am the day before the County-observed holiday to 7:59 am the day of the County-observed holiday as the agency's designated holiday for its 24-hour shift employees.

Non-exempt EMS 24-hour shift employees who are required to work on the holiday will be paid a holiday premium at two times their regular rate of pay for those hours actually worked. Employees who work less than their regularly scheduled hours will receive holiday pay at their regular rate of pay for hours not worked, pro-rated based on the number of scheduled hours not worked.

Non-exempt 24-hour shift EMS employees whose regular day off falls on the holiday will receive 12 hours of holiday pay at their regular rate of pay.

### ***Other 24/7 Departments/Agencies/Offices***

Other departments/agencies/offices that provide services 24/7 may designate a 24-hour period between 12:00 a.m. on the day immediately prior to the County-observed holiday and 11:59 p.m. on the day immediately following the County-observed holiday subject to a written plan approved of the County Manager.

### ***Generally Applicable Rules Regardless of Shift***

Employees will not receive holiday pay if they are on an unpaid leave of absence. Holiday pay will not be paid to employees who does not work on their regularly scheduled workday before or after a designated holiday due to an unauthorized absence. An unauthorized absence is one in which the employee did not follow the department/agency/office leave request procedures. If an employee is scheduled to work on a designated holiday and is sick, holiday pay will be paid, provided that the employee follows the department/agency/office leave request procedures.

An employee who starts or terminates employment on a holiday will not be paid for the holiday unless the employee actually works on the holiday or unless otherwise approved by the department/agency/office leader.

Employees who follow the State of Kansas Judicial Holiday calendar will be paid according to the fixed holidays dictated by that schedule and any additional fixed holidays approved by the Board of County Commissioners.

Departments/agencies/offices should develop rules for scheduling of holidays that are not unduly unfavorable to employees with less seniority.

**Personal Holidays**

Except as provided below, all full-time regular employees and part-time partial-plus benefits employees will receive three personal holidays each year except during those years in which December 24 or December 26 is designated as a fixed holiday, in which case employees will receive two personal holidays. Employees who follow the State of Kansas Judicial Holiday calendar will receive personal holidays only when the personal holidays and fixed holidays designated by the State and the County do not exceed 13 annually.

Personal holidays will be provided as follows:

<b>Employee Classification</b>	<b>Annual Personal Holiday Hours</b>
Part-time Partial-Plus	18 hours or 12 hours
Full-time Regular (40-hr/wk or 12 hr shift)	24 hours or 16 hours
Full-time Regular (24 hr shift)	36 hours or 24 hours
Full-time Regular (State Judicial Employee)	8 hours or 0 hours

Employees who temporarily move from one employee status to another with a different personal holiday plan will be moved to the plan of the temporary assignment for the duration of that assignment. Upon returning to the original personal holiday plan, the additional personal holiday hours under the original plan will be reinstated, minus any used time.

Personal holiday awards will be prorated based on date of hire, i.e., the first day of work. Employees who separate and are rehired during the same year will receive personal holidays based on the date of rehire.

<b>Date of Hire</b>	<b>Personal Holidays Available in 3-Holiday Years</b>
Existing employees and employees hired January through April	3
May through August	2
September through November	1
December	0

<b>Date of Hire</b>	<b>Personal Holidays Available in 2-Holiday Years</b>
Existing employees and employees hired through June 30	2
July through November	1
December	0

Personal holidays will be credited to existing employees in the first payroll period of each calendar year and to new employees in the first full pay period following the date of hire. Personal holiday time may be used as soon as it has been credited to the employee. Employees must follow department/agency/office leave request procedures when using personal holidays.

Personal holidays will be forfeited if not used by the last day of the last payroll period of the calendar year prior to termination of employment or prior to transfer to a position not eligible to receive personal holiday benefits.

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