

Sheriff Civil Service Board

Civil Service Policy #: 6.10 - Holidays



CHAPTER: Leaves

EFFECTIVE DATE: 11/05/1990

SUPERSEDES: Sedgwick County Sheriff's Civil Service Board Policies and Procedures 6.11 (Effective 12/15/1987)

ISSUED BY: Current Civil Service Board

I. Related Policies

- A. [2.06](#), Types of Appointments

II. Policy Statement

- A. All eligible Civil Service employees shall receive compensation at their regular rate of pay for authorized holidays, or parts thereof, falling on their regularly scheduled watch.
 1. Employees working a regular work week of forty-two and one-half (42.5) hours shall be compensated for eight and one-half (8.5) hours for each authorized holiday.
 2. Employees working a regular work week of forty (40) hours shall be compensated for eight (8) hours for each authorized holiday.
 3. Employees holding regular part-time appointments shall be compensated for the number of hours for which they would have worked on the same day had it not been a holiday. If the holiday falls on a day they would not normally have worked, they will not receive holiday pay.

- B. To be eligible to be compensated for a holiday, an employee must be present at work or on authorized paid leave the last day of their regularly scheduled watch before the holiday, and the first day of their regularly scheduled watch after the holiday.
- C. If a designated holiday falls during an employee's authorized vacation, the holiday shall not be considered a vacation day.
- D. An eligible employee required to work on a holiday will be paid for the hours actually worked at his/her regular rate of pay and will receive holiday pay
- E. Employees holding temporary or temporary part-time appointments who are required to work on a designated holiday shall be paid for the hours actually worked and will receive no holiday pay.
- F. The Sedgwick County Sheriff's Civil Service Board shall recognize those days designated as holidays for Sedgwick County employees through resolution of the Board of Sedgwick County Commissioners as official holidays for Civil Service employees of the sheriff's department.

III. Exceptions/Limitations

- A. This policy shall apply only to Civil Service employees holding regular full-time and regular part-time appointments, employees holding provisional appointments and working forty (40) or more, or between twenty (20) and forty-two and one-half (42.5) hours per week, and employees holding grant appointments as specified in the grant agreement.

IV. Procedures

- A. The sheriff's department shall enter holiday hours on the employee's time sheet as regular hours.
- B. Hours worked on a holiday shall be added to the holiday hours, unless holiday hours off have been scheduled.

This policy/procedures manual does not in any way constitute an employment contract or terms thereof, and the personnel policies and procedures contained herein are subject to change at any time.