

Paid Holidays

Human Resources Policy- #200

Policy:

The County will observe the following holidays:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
Good Friday	Veteran's Day	Christmas (3 Days)
Memorial Day		

Full-time employees are eligible to receive these holidays with pay, provided the Employee is on pay status the day before and the day after the holiday. Pay status, for the purposes of this policy, includes use of any benefit time, Family and Medical Leave and pre-approved leave without pay.

Employees assigned to the Davidson County Schools who observe school closures will not be required to work the day before and the day after a holiday to receive holiday pay under this policy, except if terminating employment.

An Employee who is terminating employment with Davidson County must work the day after the holiday to receive holiday pay

Part-time Employees will receive holiday pay if they work on an observed holiday. The part-time employee will receive holiday pay equal to the amount of time worked on the holiday, this will be in addition to their regular compensation. For example, if the employee works 5 hours, they will be eligible to receive 5 hours of holiday pay.

Employees may wish to be away from work on certain days for religious observations or other recognized holidays. Department Directors should attempt to arrange the work schedule so that an Employee may be granted leave when it is requested because the day is a major religious observance or recognized holiday for that employee. A request for leave for this purpose should be denied, only when it creates an emergency that cannot be prevented in any other way.

Full-time employees will receive holiday pay for an observed holiday consistent with their

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regularly scheduled shifts. Employees that work 8 hours will receive 8 hours of holiday pay for an observed holiday, while employees that work 10 or 12-hours shifts will receive 10 or 12-hours of holiday pay for an observed holiday.

Effect of Holidays on Other Types of Paid Leave

Holidays that occur during vacation, sick or other paid leave periods the employee will not be charged vacation, sick, or other paid leave. Full-time employees will receive the holiday pay.

Holidays - When Work Required

Exempt Employees required to perform work on a regularly scheduled holiday will be given paid time off for all hours worked on a holiday up to eight (8) hours. This time should be taken off within the same pay period unless otherwise approved by the Department Director or the Department Director's designee. The applicable Supervisor must approve the employee's use of this time off.

A non-exempt Employee required to perform work on a regularly scheduled holiday will be paid at their normal hourly rate for hours worked plus the hours for the employee's normal shift of holiday pay.

This provision is limited to employees required to work on a scheduled holiday.

Scope:

This policy applies to all employees.

Document Change Record

Revision	Description
12-10-2024	Revised to include holiday pay eligibility pay for part-time employees who work on a holiday