

HOLIDAYS 303

Effective Date: 02/01/2016

Cass County will grant holiday time off to all employees on the holidays listed below:

- New Year’s Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents’ Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans’ Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday. Christmas will be observed as follows:

Christmas falls on a....	Christmas will be observed on...
Monday	Monday
Tuesday	Monday & Tuesday
Wednesday	Tuesday afternoon & Wednesday
Thursday	Wednesday afternoon & Thursday
Friday	Thursday afternoon & Friday
Saturday	Preceding Friday
Sunday	Following Monday

Employees are expected to report to work on the day after Thanksgiving, and the Friday after Christmas where Christmas falls on a Thursday, unless they request and use annual leave, subject to our policy. Department heads are strongly encouraged to comply with all reasonable annual leave requests, keeping in mind the requirements of the department. If a Department chooses to close a department, the phones must be forwarded and messages must be posted referring customers to other open county departments.

Cass County will normally grant paid holiday time off to all eligible employees. Eligible employees include full-time employees and part-time employees working more than 20 hours per week. Holiday pay will be calculated based on the full-time employee’s straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day (up to a maximum of 8). Part-time employees will receive pro-rated holiday pay, based on their straight-time pay. If an eligible employee is not otherwise scheduled to work on a holiday, he/she will receive holiday pay as outlined above or compensable time (up to a maximum of 8 hours).

Eligible exempt employees who have been authorized to work on a recognized holiday will normally be given an alternate paid day off. Eligible non-exempt employees who have been

authorized to work on a recognized holiday will normally receive their hours worked, in addition to holiday pay or compensable time on an hour for hour basis. If non-exempt employees must work due to an emergency call-out on a holiday, they will receive 1 ½ times their normal rate of pay for hours worked.

With the exception of pre-approved annual leave, in most cases, employees will be expected to work both their normally scheduled days before and after the holiday in order to be eligible for holiday pay. Calling in sick or taking unpaid time on either of those days may jeopardize an employee's ability to be paid for the holiday. If a recognized holiday falls during an eligible employee's paid absence (such as annual leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. However, employees taking unpaid leaves of absence will not be paid for holidays that occur during their unpaid leaves.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.