

302 Holidays

The Benton County Judge declares, on or before December 10th which holidays will be observed and when they will be observed. Regular Full-Time Employee, Part-time, Benefits Eligible employees, and Part-Time, Non-Benefits Eligible employees will be paid for holiday time-off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the standard eight (8) hour day. If your scheduled hours of work vary from week to week, of if you are a Part-time, Benefits Eligible employee the holiday pay will be calculated using the average number of hours worked from the previous pay period. Temporary employees are not eligible for holiday pay.

If you are eligible for paid holidays, you **must** work both the last scheduled work day immediately before the holiday and the first scheduled day immediately after the holiday.

- Employees taking sick leave on the scheduled workday before or after the holiday must provide a certificate of need from their doctor for the day in question. This certificate must be attached to the payroll authorization sheet before holiday pay will be processed.
- If you are eligible for paid holidays and on the holiday, you are on a paid leave, such as vacation or documented sick leave, you will get holiday pay instead of a charge against your accrued leave balance.
- Employees on Leave Without Pay are not eligible for holiday pay. Employees may not save sick pay and/or vacation pay for the sole purpose of receiving holiday pay.

If a recognized holiday falls on a Saturday, Benton County will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Benton County will observe it on the Monday after the holiday.

Holiday Pay for 24/7 Departments (Effective 7/1/2017)

For those employed in departments that operate 24-hour/7-days per week, who work on a holiday will receive double their regular rate of pay. When a designated holiday lands on a day, other than the official holiday, the employee will receive double their regular rate of pay for either the official holiday or the designated holiday. The only holidays recognized under this policy will be Christmas Eve, Christmas Day, New Year's Day, and the Fourth of July

~~If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus their regular wages for the holiday.~~ Employees who work forty (40) hours during a holiday week and do not work the holiday, will have eight (8) hours added to his/her comp bank. Employees will not be allowed to use comp time or vacation time to receive more than his/her normal pay.

We do not count holiday paid time off as hours worked when calculating overtime.