

## LP-6: Holidays

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#### 1. OBSERVANCE:

a. Employees with exception of temporary employees of Fairfield County, with the exception of law enforcement personnel, security personnel and others whose work schedules do not permit, observe the following paid holidays:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr. Birthday	3 <sup>rd</sup> Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1st Monday in September
Thanksgiving	4 <sup>th</sup> Thursday and Friday in November
Christmas	December 24 <sup>th</sup> , 25 <sup>th</sup> , and 26 <sup>th</sup>

The County Council may, by resolution, designate additional holidays during the year.

b. Holidays occurring on Saturday are observed on the preceding Friday, and holidays occurring on Sunday are observed on the following Monday. When Christmas day falls on Friday or Saturday, the three-day holiday period shall be observed on Thursday, Friday, and the following Monday. When Christmas day falls on a Sunday or Monday, the preceding Friday, Monday and Tuesday shall be observed as holidays.

#### 2. ENTITLEMENT:

All regular employees and probationary employees are entitled to paid holidays off.

- a. Holidays occurring while an employee is on annual leave are not charged against annual leave.
- b. When illness occurs on a holiday, an employee shall not have that holiday charged against his sick leave.
- c. Terminating employees whose last day of employment falls on a holiday do not receive holiday pay unless they actually worked that day.
- d. Employees do not receive holiday pay when the first day of leave without pay starts on a holiday or the day following, or if the leave without pay period ends on a holiday or the preceding day.

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- e. For each paid holiday, regular employees receive pay for one regular workday or a maximum of 8 hours, whichever is less. Regular part-time employees (normally scheduled to work at least 15 hours per week) receive pay on a pro-rata basis. This time shall not be counted as hours worked for the purpose of computing overtime.
- f. An employee who is required to work on an official holiday will be paid for the hours actually worked and receive holiday pay up to 8 hours.