DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #: **207**	Approval Date: 08/05/2014
Policy Title: **Holidays**	Effective Date: 08/05/2014, 1/1/27
Owner: **Human Resources Committee**	Revision Date(s): 11/04/19;10/29/21;09/27/22, 10/28/26

I. PURPOSE

The purpose of this policy is to provide employees with paid time off in observance of designated holidays and to ensure consistent practices across the organization regarding premium compensation for identified positions for hours worked on designated holidays.

II. POLICY

It is the policy of Dodge County to recognize designated holidays each year and provide eligible employees with paid time off and additional premium compensation for hours worked in accordance with policy.

A. Recognized Holidays

1. New Year's Day
2. Spring Holiday (Friday before Easter)
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving*
8. Christmas Eve Day
9. Christmas Day
10. New Year's Eve Day

B. Clearview employees may be eligible for a floating holiday instead of the day after Thanksgiving.*

III. STANDARDS

A. Clearview

1. Clearview Nursing Management employees and employees working in positions requiring seven (7) days per week coverage who are scheduled to work a holiday may choose holiday pay in addition to time and one-half (1-1/2) their normal rate for all hours worked on a holiday or bank the holiday for use at a later time with supervisory approval. An employee who has not taken time off for any of the above listed holidays by December 31 of the year will be paid in January for such unused holidays at the

rate in effect the previous December. Christmas Eve, Christmas Day and New Year's Eve Day, however, may be carried forward and used in the following year.

2. If a Clearview employee calls in sick on a holiday, management may schedule the employee to work another day under Clearview's rescheduling policy.

3. Clearview Part-Time Employees

   Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior calendar year, will have their holiday pay pro-rated. The pro-ration calculation will take place at the beginning of the year and will take into consideration the number of hours paid to the employee during the prior calendar year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of holiday hours paid versus holiday hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many hours the employee will be paid for a holiday during the upcoming year.

B. Sheriff's Office

1. Employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday,
2. Part-time, non-benefitted employees are eligible for premium pay for work performed on the holiday.
3. Employees working in positions requiring seven (7) days per week coverage who are scheduled to work a holiday will be given 80 hours of holiday banked hours on January 1st to be used by December 31st which be must be taken in a full day increment and must be scheduled in advance with management approval

C. Highway Department

Highway employees who work on a holiday will be paid their regular rate of pay and in addition will be paid 1½ times their regular rate of pay for hours worked on the holiday as premium pay. Highway employees who are required to work on Christmas Day (actual day) will receive two (2) times their regular rate of pay in addition to the holiday pay.

D. Physical Facilities Department

1. Maintenance Mechanics

   i. Employees will receive 80 hours of banked holiday time on January 1st to be used for holidays scheduled off. The remaining banked hours must be taken in a full day increment and must be scheduled in advance with management approval.

   ii. Employees who are scheduled to work on a holiday will be paid one and one-half (1½) times their regular rate of pay for the work performed on the holiday as premium pay.

E. Part-time Status (Non-Clearview)

Part-time benefit eligible employees will earn holiday based on the employee's full time equivalent (F.T.E) status as follows:

F.T.E	Hours
.5	4
.6	4.75
.65	5

.7	5.5
.75	6
.8	6.5
.85	6.75
.9	7.25

IV. PROCEDURE

A. If any of the noted holidays should fall on a Saturday the holiday will be observed on the Friday prior, if the holiday falls on a Sunday the holiday will be observed the following Monday.

1. If the day before Christmas Day or New Year's Day should fall on a Sunday, they will be observed on the preceding Friday.

2. If Christmas Day or New Year's Day falls on a Saturday, the holiday will be observed the following Monday.

B. Holiday pay will be based upon regularly scheduled hours, exclusive of shift premium, if any.

C. If any of the above-mentioned holidays occur while an employee is on vacation, the employee will be granted another day of leave or a scheduled day off.

D. To be eligible for holiday pay, an employee must work the scheduled day before and after the holiday. An employee who does not work the day before or after the holiday due to an unscheduled absence, (using the department's call in procedure) will lose the holiday pay unless the unscheduled day is a verified illness (must provide supporting medical certification if absent due to a medical reason). Employees who are using pre-approved paid time off, i.e., vacation, PTO, comp time, etc. will be eligible for the holiday. An employee must use his/her own paid time for the full scheduled hours the day before and after the holiday in order to be paid for the holiday. During the first three (3) months in a benefit-eligible position, if the employee has insufficient paid time before or after the holiday and has a verified illness or has a pre-employment agreement, holiday pay eligibility will be reviewed by the Human Resources Director and County Administrator with eligibility determined on a case-by-case basis.

E. Employees with a holiday bank who terminate employment, change status to non-benefit eligible, transfer to a position without a holiday bank must repay any holiday time used but not earned.

V. GUIDELINES

NA