

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

RULE X

ATTENDANCE AND HOLIDAYS

SECTION A. ATTENDANCE

- 1. Attendance schedules for full-time employees shall be based on an eight-hour day and a 40-hour week, except as otherwise authorized by these rules. Appointing Authorities may establish reporting times, lunch periods and closing hours. Appointing Authorities may also establish flextime schedules for their employees.
- 2. All employees shall follow the work schedules established for their departments, subject to the provisions of these rules with references to hours, holidays, paid time off, vacation, sick, military and other authorized leaves of absence.
- 3. All departments shall keep daily attendance records of employees and shall submit them in the manner and according to a schedule approved by the Personnel Director.

SECTION B. HOLIDAYS

1. GENERAL PROVISIONS

- a. Full-time probationary and permanent employees shall be entitled to time off with pay, compensatory time off or pay in lieu thereof on the following legal holidays, subject to the provisions specified further in this section:

New Year's Day .....	January 1
Martin Luther King Day .....	Third Monday in January
Presidents' Day .....	Third Monday in February
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day .....	First Monday in September
Veterans Day .....	November 11
Thanksgiving .....	Fourth Thursday in November
Day after Thanksgiving .....	The Friday following the fourth Thursday in November
Christmas Day .....	December 25
Personal Holiday .....	As Scheduled (if in the Traditional Time Off Plan)

- b. Any additional holidays must be declared and recognized as a holiday by a lawful County Authority before time off with pay can be authorized.

34 c. Temporary, seasonal, emergency, intermittent, and on-call employees, and  
35 employees compensated on a session rate basis, are not entitled to paid holiday  
36 time off. Such employees who work on a holiday shall be compensated only at  
37 straight-time rates for the time actually worked unless otherwise provided by  
38 these rules.

39 d. Holiday benefits for term employees shall be determined at the time of  
40 appointment and in accordance with the nature and length of their term  
41 appointments.

42 2. ADMINISTRATION OF HOLIDAY LEAVE

43 a. Holidays falling on Sunday will normally be observed on the Monday following  
44 such holiday. Holidays falling on Saturday will normally be observed on the  
45 Friday preceding such holiday.

46 b. If an employee is off on authorized leave without pay on either two or more work  
47 days before or two or more work days after a holiday, the holiday is forfeited. An  
48 employee who is off for unauthorized leave on either the work day before or the  
49 workday after a holiday forfeits the holiday.

50 c. When the first day of work for a new employee follows the holiday, the employee  
51 shall not be paid for the holiday. This provision does not apply to an employee  
52 transferred from one department to another without a break in service.

53 d. An employee absent without authorization on a holiday on which the employee is  
54 scheduled to work forfeits all rights to holiday benefits for that day.

55 e. A part-time employee who is regularly engaged on a biweekly basis in  
56 employment of 40 hours or more in accordance with a definite work schedule  
57 shall be entitled to holiday benefits in direct proportion to the amount of time  
58 normally worked.

59 f. An employee who is engaged in a part-time employment of less than 40 hours on  
60 a biweekly basis shall receive no holiday benefits for holidays falling on days  
61 which are scheduled work days for the employee. Such an employee shall be  
62 compensated only at the straight time rate for time actually worked when  
63 required to work on a holiday.

64 g. The following conditions shall govern the administration of the Personal Holiday:  
65 (1) An employee must be in the Traditional Time Off Plan.

- 66 (2) An employee must have completed the initial 13 pay periods of the  
67 probationary period to be eligible for the holiday.
- 68 (3) The employee must notify the department in the manner required by the  
69 Appointing Authority prior to taking the Personal Holiday so the department  
70 can effectively schedule its operations. If the department's services would  
71 be seriously affected by granting the Personal Holiday, the Appointing  
72 Authority can require the employee to reschedule the holiday.
- 73 (4) The Personal Holiday cannot occur on the last day of work for a terminating  
74 employee. If the Personal Holiday has not been taken, the terminating  
75 employee will not receive pay for the Personal Holiday.
- 76 (5) A Personal Holiday not taken during the calendar year in which it occurs  
77 cannot be accrued and taken in a succeeding calendar year, except under  
78 special circumstances requested by the Appointing Authority and approved  
79 by the Civil Service Commission.
- 80 (6) The Personal Holiday must be taken on one day.
- 81 3. PAYMENT FOR HOLIDAYS WORKED – Employees eligible for holiday time off with  
82 pay who are required to work on a holiday shall be compensated in accordance with  
83 the provisions of Rule XIII, Pay Plan.
- 84 4. EFFECTS ON OTHER LEAVES – Holidays falling within a period of paid time off,  
85 vacation leave, or approved sick leave shall not be counted in computing such leave.
- 86 5. LEAVE FOR VOTING
- 87 a. Employees are urged to vote outside of working hours. Where this is not  
88 possible on any election day, all employees scheduled to work eight hours shall  
89 be entitled to vote and whenever necessary for the purpose of voting shall be  
90 entitled to three consecutive hours without any loss in pay between the opening  
91 and closing hours of the polls provided the employee is eligible to vote and has  
92 notified the Appointing Authority by the previous day of the intention to take time  
93 off to vote.
- 94 b. An employee whose work schedule is such that the employee starts or quits the  
95 work day three hours after the opening of the polls or three hours before the  
96 closing of the polls is not eligible for time off from work for voting purposes.
- 97 c. Leave for voting shall be granted to a part-time employee only when scheduled  
98 to work eight hours on an Election Day.