

## HOLIDAYS

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### I. AUTHORIZED HOLIDAYS

The following 12 holidays and 1 floating holiday, and any other days that may be designated by the Scotts Bluff County Commissioners, are paid holidays for eligible employees. (Revised 6/6/22)

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth (Freedom) Day	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday and Friday in November
Christmas Day	December 25 <sup>th</sup>
Floating Holiday	
(Revised 6/6/22)	

- A. Holidays which fall on a Sunday shall be observed on the following Monday; those falling on Saturday shall be observed on the preceding Friday.
- B. County Offices will be open on Arbor Day. Arbor Day will be a Floating Holiday to be used within the calendar year, based on Department Head approval. (Adopted 6/6/22)
- C. If the Federal and State Government declares Christmas Eve a Holiday, Scotts Bluff County will also observe the holiday. (Adopted 6/6/22)
- D. Holidays which occur during vacation or any other paid leave, shall not be charged against that leave. Vacation leave taken the first workday before or after the observed holiday must be requested to the Department Head at least 14 calendar days prior to the first day of requested vacation leave. Approval is at the discretion of the Department Head. (Adopted and Revised 6/6/22)
- E. An employee absent without authorization on the last working day preceding or the first working day following a holiday shall not receive regular compensation for the holiday, unless the reason for the absence(s) are substantiated by documentation from a health care provider asserting the need for the leave, or absence is approved by Department Head. (Adopted and Revised 6/6/22)
- F. An employee who is absent due to certified Family and Medical Leave (FMLA) that coincides with a holiday shall receive holiday pay if the holiday would normally be a scheduled workday. The employee must also be receiving paid leave to receive holiday pay. In no case will employees use accrued leave

and receive holiday for the same day. (Adopted 6/6/22)

II. **FULL-TIME EMPLOYEES**

Full time employees shall be credited with pay at straight time for the number of hours in their normal work shift not to exceed eight (8) hours for each of the holidays authorized by this policy. Employees whose regular work schedule includes work on a holiday shall receive, in addition to their regular pay for their hour's worked, equivalent time off with pay or holiday pay. The alternate time off must be authorized by the Elected/Appointed Official.

III. **OTHER EMPLOYEES**

Employees classified, as Part-time, Temporary, Seasonal, Intermittent and Emergency shall not be eligible for paid holidays. (Adopted 6/9/97)