

Category: 300

Number: 342

Subject: **HOLIDAYS**

1. **PURPOSE:** It is the purpose of this policy to make employees aware of fixed holidays within Saginaw County and establish pay guidelines for those holidays.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301, subject to collective bargaining agreements.
4. **RESPONSIBILITY:** The Saginaw County Board of Commissioners shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
  - 6.1 **Holidays.** The following and such other days as the Board of Commissioners may fix are holidays with pay for all regular full-time employees normally scheduled to work on such days:  
  
New Year's Day, January 1.  
Martin Luther King's Birthday, 3rd Monday in January.  
President's Day, 3rd Monday in February.  
Good Friday  
Memorial Day, Last Monday in May.  
Independence Day, July 4.  
Labor Day, 1st Monday in September.  
Veterans' Day, November 11.  
Thanksgiving Day, 4th Thursday in November.  
Friday after Thanksgiving Day  
Christmas Eve, December 24.  
Christmas Day, December 25.  
New Year's Eve, December 31.
  - 6.2 **Alternate Days.** If one of the holidays listed above should fall on a Sunday, the following Monday shall be observed as a holiday. If one of the holidays listed above should fall on a Saturday, excluding Christmas and New Year's Day, the previous Friday shall be observed as a holiday, except for employees assigned to seven day operations, who will celebrate the actual date of the holiday. If Christmas Eve or New Year's Eve falls on Saturday or Sunday, the holiday will be observed on Friday. If Christmas or New Year's Day falls on Saturday, the holiday will be observed on the previous Friday and Christmas Eve or New Year's Eve Day will be observed on Thursday the day before.

- 6.3 Temporary, Part-time and Regular Part-time Employees. Temporary and part-time employees are not entitled to holiday pay. Regular part-time employees are entitled to one-half (1/2) pay for holidays.
- 6.4 Premium Pay. Regular full-time and regular part-time non-exempt employees who are required to work on a holiday shall receive, in addition to holiday pay, time and one-half (1-1/2) for all hours worked. (Refer to Section 7.5 of the Compensation Policy concerning managerial and professional classified employees.) Eligible employees who perform no work on a holiday shall be paid for the holiday at their current rate of pay. Part-time and temporary employees are paid straight time for those hours worked on a holiday. In order to be entitled to holiday pay employees must work their full shift of their last scheduled workday before the holiday and their first scheduled workday after the holiday or be on authorized paid leave equal to the time of the scheduled workday(s) (excluding workers' compensation and disability leave).

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 23, 2002  
AMENDED: February 16, 2010