

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	2 – HOLIDAYS	REVISED: 8/7/13

Full-time employees are entitled to the following paid holidays:

- (1) New Year's Day
- (2) Martin Luther King's Birthday
- (3) Lincoln's Birthday* (or Floating Holiday in accordance with the appropriate collective bargaining unit agreement)
- (4) President's Day
- (5) Good Friday
- (6) Memorial Day
- (7) Independence Day
- (8) Labor Day
- (9) Columbus Day
- (10) General Election Day
- (11) Veteran's Day
- (12) Thanksgiving
- (13) Friday following Thanksgiving
- (14) Christmas Day

Employees who are employed part-time working on average at least 10 hours or more per week are entitled to holiday pay at proportionate amounts.

If a paid holiday falls on a Sunday, it will be observed on the following Monday. If a paid holiday falls on a Saturday, it will be observed on the proceeding Friday.

To be paid holiday pay for an un-worked holiday, an employee must be on active pay status and must have received payment for his/her last scheduled day before and first scheduled day after the holiday.

If a paid holiday occurs while an employee is on approved vacation or sick leave, the employee shall not have that holiday charged as sick or vacation time.

If a paid holiday occurs on the normal work day of a part-time employee who works 10 or more hours per week, the employee is entitled to his/her regular part-time pay.

When it is necessary for an employee to work on a paid holiday to maintain operations, the employee will be compensated in accordance with the provisions in the appropriate negotiated agreements.

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Employees should refer to their respective collective bargaining agreement in relation to the Lincoln's Birthday holiday. As applicable this holiday may be taken on that day or utilized as a floating holiday. The scheduling of the floating holiday will follow the same procedures as Administrative leave (please see HR 6.5 titled "Administrative Leave" for more details).

The observance of religious holidays other than those listed as official paid holidays will be granted and charged as one of the following types of leave: administrative, compensatory, vacation or floating holiday.

When regularly scheduled evening business hours are canceled because of a legal holiday, the office in question will be open during the same evening hours on the next business day following the holiday.

In accordance with the appropriate collective bargaining agreement, certain employees may receive holiday compensation in the form of pay.