



CHAPTER: Leave Benefits

SUBJECT: Holidays

POLICY NUMBER: 4.710

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RELATED POLICIES:

ENABLING RESOLUTION:

REVISION DATE(S):

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2/88 3/90 3/93 3/97 10/02 5/03

231-04 177-2014 200-2017

12/04 10/13 12/14 12/17

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of this Policy is to inform employees of the compensation process for holidays declared by the Board of County Commissioners.

II. Policy

- A. All benefited employees of the County shall receive their regular compensation for legal holidays or parts thereof, or any other day proclaimed as a holiday by the Board of County Commissioners during which the offices of the County are closed. The list of holidays will be passed by County Resolution each year.
- B. It shall be the Policy of Sedgwick County that Division Directors, Department Heads or Elected Officials ensure that all benefited employees enjoy the same number of holidays each year. The standard shall be the number of holidays each year designated by the BoCC.
- C. All full time and benefited part time employees on salary shall receive their regular compensation for authorized holidays. A holiday is considered as eight (8) hours for employees working a forty (40) hour week.
 1. Exempt employees are entitled to eight (8) hours holiday pay only.
 2. Fire District employees working on a fifty-six (56) hours per week schedule shall be paid twelve (12) hours of holiday pay whether on duty or not.
 3. EMS employees working a forty-two (42) hour work week shall be paid nine (9) hours of holiday pay.
 4. Sheriff Office employees working a 42.5 hour work week shall be paid 8.5 hours of holiday pay pursuant to Sheriff's Civil Service Policy.

5. Benefited part-time hourly employees shall receive holiday compensation equivalent to four hours.
- D. Scheduling an alternate day off (floating holiday) for those required to work on a holiday is *not* permitted.
 - E. Authorized Paid Leave and Holiday Pay:
(Authorized paid leave is defined as time off authorized by the Division director, Department Head or Elected Official; i.e., vacation, sick, or other authorized paid leave.)
 1. Employees who are not scheduled to work holidays:
 - a. Benefited employees who are not scheduled to work holidays shall receive only their holiday pay.
 2. Employees scheduled to work holidays:
 - a. Benefited employees who are on authorized paid leave status on a day of which is also a holiday shall receive compensation for the holiday and for the authorized paid leave, and said hours shall be charged to the paid leave.
 - b. Benefited employees who work on a designated holiday, shall receive compensation for the holiday in addition to pay for the hours worked.
 - F. Temporary employees who work on the holiday shall be paid at the regular rate. If the employee does not work the holiday, no compensation shall be paid.
 - G. Any employee shall forfeit the right to holiday pay if the employee is unpaid during the entire pay period in which the holiday resides due to any unpaid leave.

III. Procedure

The hiring authority shall record holidays and other compensable time on the time sheets as required.