

**Subject: HOLIDAYS**

**Date: January 7, 2024**

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**Replaces Policy Dated:** August 28, 2013

**PURPOSE:** To establish a schedule of paid holidays consistent with Arizona Revised Statute 1-301 and to provide a paid time off option (Floating Holiday) for employees to commemorate an event or occasion specific to their personal circumstances

**STATEMENT OF POLICY:** Holiday Leave provides employees with a break from work in order to commemorate an event. Holiday Leave is a part of the integrated program of benefits offered to Pinal County employees to promote a healthy and productive integration of work and life outside of work.

**SCOPE:** This Policy applies to all full-time Pinal County employees, except Elected Officials. Part-time, temporary, interns, and seasonal employees are not eligible for Holiday Leave.

**RECOGNIZED HOLIDAYS:** The following are the paid holidays observed by Pinal County:

- January 1, "New Year's Day"
- Third Monday in January, "Martin Luther King, Jr./Civil Rights Day"
- Third Monday in February, "Washington/Lincoln Presidents Day"
- Last Monday in May, "Memorial Day"
- July 4, "Independence Day"
- First Monday in September, "Labor Day"
- November 11, "Veterans Day"
- Fourth Thursday in November, "Thanksgiving Day"
- Friday the day after "Thanksgiving Day"
- December 25, "Christmas Day"

**PROCEDURES:** Holidays falling on a Saturday or Sunday are observed on the Friday or Monday immediately preceding or following the holiday. An employee must be in a paid status on the working day immediately preceding the holiday and the working day immediately following the holiday in order to receive pay for the particular holiday.

Employees working a flexible schedule of more than 8 hours will only be paid eight (8) hours for each holiday and must supplement those hours with Vacation, Compensatory, or Floating Holiday time. With the concurrence of the Appointing Authority, employees may work the additional hours in the same workweek in order to receive a full paycheck.

**EMPLOYEES SCHEDULED TO WORK ON A HOLIDAY:**

An employee who is regularly scheduled to work on a holiday is entitled to:

- a. Be absent with pay for the number of hours worked on the holiday, not to exceed eight (8), on an alternate work day specified by the Appointing Authority after the holiday and during the work week in which the holiday is observed, or
- b. Be credited in the form of straight-time compensatory time with the number of hours worked on the holiday, not to exceed eight (8) hours, and/or
- c. Receive Holiday Pay, not to exceed eight (8) hours, in addition to regular pay for hours worked on the holiday.

**FLOATING HOLIDAY:** On January 1st, eligible employees will receive one Floating Holiday to use each calendar year. This day is intended to support County initiatives promoting a positive work/life balance and to observe holidays or other special occasions chosen by the employee.

This Floating Holiday will be credited based on an eight (8) hour work day and must be used in the calendar year for which it is issued. The Floating Holiday will not carry into the next year and is non-compensable. The Floating Holiday must be pre-approved by the Appointing Authority, or designee, to ensure the department's needs are met.