

HOLIDAYS
Revised: November 2004

SECTION: 23

A. PAID HOLIDAYS

The following days are designated as paid holidays:

1. January 1, called New Year=s Day;
2. The third Monday in January observed as the anniversary of the birth of Dr. Martin Luther King, Jr., also known as Human Rights Day;
3. The third Monday in February observed as the birth of George Washington and Abraham Lincoln, also known as President=s Day;
4. The last Monday in May, called Memorial Day;
5. July 4, called Independence Day;
6. July 24, called Pioneer Day;
7. The first Monday in September, called Labor Day;
8. The second Monday in October, called Columbus Day;
9. November 11, called Veterans= Day;
10. The fourth Thursday in November, called Thanksgiving Day;
11. December 25, called Christmas Day.

B. HOLIDAYS ON WEEKENDS:

When a holiday falls on Saturday, the preceding Friday shall be the holiday. When a holiday falls on a Sunday, then the following Monday shall be the holiday. The exception is for sworn law enforcement officers normally assigned to patrol duty; the holiday will be the actual date of the holiday and for holidays worked, it will be recognized for employees whose shift begins on the date of the holiday.

C. HOLIDAY ON NORMAL DAY OFF

When a holiday falls on an eligible employee's normally scheduled day off, another day is substituted. The substituted day must be in the pay period prior to, during, or immediately following the pay period in which the original holiday occurred.