



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 5.01	Issue Date: 10/05/2021 New ____ Revised <u>x</u> Supersedes Policy Dated: 2/4/2020
Title: Holidays and Excused Absences	Approved By Effingham County Board of Commissioners

5.01 - HOLIDAYS AND EXCUSED ABSENCES

A. STANDARD

The County provides paid time off for holidays through the calendar year. These holidays are paid as eight (8) hours of straight time and do not count towards overtime.

The County observes the following paid holidays each year:

NEW YEAR'S DAY
MARTIN LUTHER KING, JR. DAY
PRESIDENTS DAY
NATIONAL MEMORIAL DAY
JUNETEENTH
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETERANS DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS EVE
CHRISTMAS DAY
EMPLOYEE BIRTHDAY

B. PROCEDURES

1. When a holiday falls on a Saturday, it is observed on the Friday before; if it falls on a Sunday, it is observed the following Monday. The employee birthday holiday must be used within 30 days of the date of occurrence, or it will be forfeited.



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2. Uninterrupted continuation of service is required of some county departments. Consequently, the work schedule of some employees in these departments may necessitate that they work on authorized holidays.

a. Employees who are scheduled to work on authorized holidays shall be paid eight (8) hours of holiday pay (straight time), plus the number hours actually worked including any overtime pay earned.

b. Employees who are scheduled to be off on an authorized holiday shall be paid eight (8) hours of holiday pay (straight time) for that date.

3. If an employee not normally scheduled to work on an observed holiday elects to work or is required to work on the observed holiday due to unforeseen circumstances such as impending weather, hurricanes, natural disasters, that employee may take the 8 hours of Holiday paid time off (straight time) within 30 days of the originally scheduled holiday.

C. EXCUSED ABSENCE:

With the Department Heads discretion, an employee may receive holiday pay if absent from work for the following reasons:

1. Personal illness, which is verified by a physician's statement;
2. Death in the immediate family, for which the employee receives up to three days off (see 5.02);
3. Jury duty, for which the employee is excused and receives additional compensation;
4. Paid Time Off, which is previously approved as required in the vacation policy.

D. UNEXCUSED ABSENCE:

Unexcused absence occurring immediately prior to or following a holiday will disqualify the employee for holiday pay.