

**WALTON COUNTY  
HOLIDAYS**

Amendment to Section 300 – Hours of Work

5. Holidays – The following holidays shall be observed by county employees except for those employees required to be on regular duty on a holiday:

*New Year's Day*

*Martin Luther King, Jr. Day*

*Good Friday*

*Memorial Day*

*Independence Day*

*Labor Day*

*Half day Wednesday before Thanksgiving*

*Thanksgiving Day and the following Friday*

*Half day preceding Christmas Eve, Christmas Eve and Christmas Day*

- a. Employees shall be paid for holidays except for those employees of the Fire Department or Sheriff's Office required to be on regular duty. Employees may be required to work during the above holidays. If a holiday falls on Saturday, it will generally be observed on the preceding Friday. If the holiday falls on Sunday, it will generally be observed on the following Monday. Employees who have accrued holidays may continue to take them; however, accrued holidays taken will not be counted as hours worked for the purposes of overtime calculations and shall be taken before accrued annual leave.
- b. Members of the Sheriff's Office and Fire Department shall receive no additional compensation for holiday work but shall be credited with additional annual leave in accordance with the following schedule. The additional annual leave shall be considered to be equal to the number of paid holidays received by other county employees:

FIRE	132.0 hours	(12 hour shift personnel)
SHERIFF	92.4 hours	(8.4 hour shift personnel)
	132.0 hours	(12 hours shift personnel)

This additional vacation will accrue at a bi-weekly rate equal to the total additional annual leave hours divided by 26 (rounded to two decimal places). This policy does not apply to overtime exempt personnel or office staff of these departments, who will be paid 8 hours regular pay for each holiday.

- c. If a holiday falls on the normal day off of an employee or if an employee is scheduled to work the holiday, other than Fire and Sheriff Office personnel on regular shift, the employee shall be paid an additional eight hours pay as compensation for the holiday.

- d. Holidays shall be counted as time worked for the purpose of calculating overtime during the week the holiday actually occurs for all employees except Fire and Sheriff's Office personnel on regular duty.
- e. Department Heads will seek volunteers to work holiday shifts. If volunteers are not available, holiday shifts will be assigned to employees on a rotating basis. Employees' needs and special requests will be considered.
- f. Accrued holidays not taken by December 3, 2004 will expire.
- g. In order to receive pay for an official holiday, an employee must earn a full day's pay on his regularly scheduled work days both preceding and immediately after the holiday.