



## Personnel Policy

Holidays

**Control Number**

HR011.1

**Policy Date**

11/07/11

**Revision Date**

03/10/2025

### Purpose

To establish a policy for paid holidays observed.

### Scope

All regular, full time employees and budgeted thirty-two (32) hour employees.

### Policy Statement

County offices shall observe the holiday schedule adopted by the Scotland County Board of Commissioners.

### Policy Requirements

- All employees whose regular workweek is at least thirty-two (32) hours and who are scheduled to work on the day on which the holiday falls, shall receive these holidays with pay.
- An employee must work or use paid leave for the entire scheduled work shift before and after the observed holiday in order to be eligible for holiday pay.

### Retirement Exception

- In the event of an employee retirement, the employee must work or use paid leave for the entire scheduled work shift before the holiday in order to be eligible for the holiday pay.

### Religious Accommodation

- The County shall make efforts to accommodate an employee's request to be away from work for certain religious holiday observances. However, nothing shall obligate the County to make accommodation if, in accommodating the request, it would result in undue hardship on the County or its employees.

The following factors shall be considered in accommodating religious holidays:

- Requests for accommodation must be made prior to the holiday.
- The accommodation creates no greater risk to the health and safety of the employee, fellow employees, or the general public;
- By accommodating the unscheduled religious holiday, expenses to the County will not increase;
- Meaningful work can be provided under the circumstances in which the employee will be working; and
- Supervision can be provided if deemed necessary.

Religious holidays shall be accommodated by:



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- Adjusting the work schedule of the employee to the extent that it does not significantly impact the rights of other employees, or
- Allowing the employee to exchange another County approved holiday for the religious holiday. The unscheduled religious holiday and the County approved holiday shall occur in the same calendar year.
- If the religious holiday cannot be accommodated by the above, paid leave, excluding Sick Leave, shall be used.
- If an employee has available paid leave, no request for paid leave shall be denied unless it would create an emergency condition which cannot be prevented in any other matter.

Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

### Holidays: When Work is Required

- Employees required to perform work on regularly scheduled holidays may be granted compensatory straight time, or a department may schedule an alternate holiday.
- Actual hours worked on holidays shall be recorded and included in determining total hours for the workweek.

### Law Enforcement (Deputies and Jailors), EMS and E911

- Law Enforcement, EMS, and E911 personnel who are required to work their regular schedule regardless of holidays will receive eight (8) hours of holiday pay, at their hourly rate, in the pay period in which the holiday occurs.

### Banked Holidays

- Banked Holidays are for departments that may not follow the same holiday closure schedule as determined by the Board of Commissioners.
- Bank holiday time is not earned until the actual holiday occurs and will be available in the employee's leave balance to be used later or for an alternate closure.
- Banked holidays earned in the fiscal year, must be used by the last pay cycle of that fiscal year and will not be allowed to transfer into the next fiscal year.
- Bank holiday balances are not payable upon termination of employment.

### Disciplinary

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.



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### Reference

Replaces: Personnel Policy dated, June 5, 2006, amended November 7, 2011  
Article VI, Leaves of Absence, Section 2, Holidays Observed;  
Section 3, Effect of Holidays on Other Types of Paid Leave;  
Section 4, Holidays – When Work is required  
Holidays Observed Personnel Policy dated 11/02/2020