



LARAMIE COUNTY GOVERNMENT

TITLE Holiday Pay	APPROVAL DATE 5/5/1988
SECTION Time Off/Leaves of Absence	REVISION DATE 12/20/2016

Regular Status Employees who work a minimum of 50% Full Time Equivalency, are eligible to receive holiday pay for designated holidays. Eligible Regular Full-Time Employees receive 8 hours of holiday pay for designated dates.*

Those employees who work less than Full-Time will receive pay proportionate to the number of hours they are regularly scheduled to work on the holiday.

Holiday Pay is not counted as hours worked in the calculation of overtime. Holiday hours are not banked or accrued.

Eligible employees shall be granted paid holiday pay from regularly scheduled work hours occurring on holidays, designated by the Board of County Commissioners by the first Commissioner's meeting in December.

When a recognized holiday falls on Saturday, the preceding Friday may be designated as the holiday; when a recognized holiday falls on Sunday, the following Monday may be designated as the holiday.

Employees on leave without pay the day before and the day after the holiday shall not be entitled to paid holiday leave, with the exception of those employees on Worker's Compensation wage replacement. Please refer to the Worker's Compensation Policy. Employees on leave with pay, either the day before or after the holiday, or both, shall not be required to count the holiday as leave used.

*A Regular Status Employee may receive more than 8 hours of holiday leave if the employee is part of a department that has had their pre-approved holidays adjusted for the total year based upon the department's overall work schedule (for example the **whole** department works Monday through Thursday). These hours **shall not** exceed the total number of hours designated by Board of County Commissioners for each given year.