



Alamance County Holiday Banked Pay Policy

Effective Date: June 1, 2024

Purpose: The County recognizes that employees in public safety departments work a staggering schedule to ensure the safety of Alamance County citizens. As such, holidays and weekends are part of their normally scheduled shifts. Full-time employees who work these staggered schedules do earn holiday time that is automatically banked per the County's policy. Employees are not always able to utilize the holiday banked time due to scheduling needs of the department. This policy would allow employees to have an annual opportunity for the time to be paid to them as an extra earning versus Alamance County continuing to carry the liability.

Process:

The proposed guidance is as follows: Alamance County will review accrued banks of holiday time balances annually. This policy authorizes Alamance County to pay out all accrued holiday time, banked in excess of 40 hours as budgetary limits allow. Holiday banked time will be paid at the employee's current regular base wage. Banked time will be reviewed prior to June 15 each year for evaluation as to how much time will qualify to be paid out under this policy. Pay outs will occur on the final check of the fiscal year. Employees will also have the option to have holiday time transferred to vacation time in lieu of holiday pay out. The request to have time transferred will reside as an employee responsibility and the request will need to be made in advance of time being paid. To be eligible for this benefit, the employee must be in an active employment state or covered by Family Medical Leave. Per Alamance County policy, vacation time in excess of 240 hours is transferred to sick leave at the end of each calendar year (12/31).