

## ARTICLE VI. HOLIDAYS AND LEAVE ACCRUALS

### *Section 1. Paid Holidays Observed*

Alamance County has adopted and follows the State of North Carolina's annually published holiday schedule. These holidays are presently:

- New Year's Day
- Martin Luther King Jr. Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Holiday
- Day After Thanksgiving
- Christmas Holiday (3 days)

Should one of the above holidays fall on a weekend, the County will designate a weekday adjacent to the holiday as the holiday period. The calendar for all holidays will be published annually, before the start of the calendar year.

### *Section 2. Holiday Pay*

Since the County's normal work operations are closed on each of the above holidays, these days are designated as paid days off from work for full-time regular employees, appointees, and officers of the County who normally work the standard Monday-Friday, 8AM-5PM workweek.

In order to be eligible for these paid holidays, a county employee must be in a paid status at the time of the holiday, meaning the employee worked (or used paid leave) on the employee's assigned workdays immediately before and after the holiday. Employees who are in a "leave without pay" status at the time of the holiday will not receive compensation for the holiday.

### *Section 3. Time worked on holidays*

Non-emergency employees - Some non-emergency County employees will be required to work on the above holidays in order to provide continuity of service. Non-exempt, non-emergency employees who work on holidays will still receive the paid holiday but will accrue compensatory time off for hours worked above the normally scheduled hours for the employee's assigned work period. This compensatory time is accrued and used as otherwise outlined in the Compensatory Time policy. Exempt employees who work on holidays are not eligible for compensatory time (except in instances of declared emergencies as otherwise outlined in Compensatory Time policy).

Emergency employees - In lieu of the above, non-exempt Sheriff's Office, Central Communications, and Emergency Medical Services employees who are assigned to a shift that routinely provides coverage on any of the above-listed holidays will be given additional pay for these holidays.

Employees in these positions, who typically work 12- and 24- hour shifts, will receive 12 hours of straight-time pay for each holiday that occurs during a month when the employee is assigned to such a shift, whether the employee works the holiday or not. This awarded time reflects the extraordinary demands placed on these emergency roles which support critical County functions. Any holiday incentive paid in this manner will be paid based on the employee's regular base wage at the time the payment is made.