

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.05.08      HOLIDAYS**

- A. In accordance with ORC 325.19, "a full-time county employee is entitled to 8 hours of holiday pay" for the holidays specified in ORC 124.19. They are as follows:

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|---------------------------|---------------------|
| 1. New Year's Day         | 6. Labor Day        |
| 2. Martin Luther King Day | 7. Columbus Day     |
| 3. President's Day        | 8. Veteran's Day    |
| 4. Memorial Day           | 9. Thanksgiving Day |
| 5. Independence Day       | 10. Christmas Day   |

Additional paid days off:

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|-------------------------|-----------------|
| 11. Thanksgiving Friday | 12. Good Friday |
|-------------------------|-----------------|

- B. All full-time permanent employees will receive 8 hours of straight time for each authorized holiday. Part-time permanent employees will receive straight time only for those hours normally scheduled on the day the holiday falls. Intermittent, temporary and casual employees are not eligible for holiday pay. )
- C. If a holiday occurs during a period of paid sick leave or vacation, the staff member will be entitled to 8 hours of holiday pay and will not be charged for any sick leave or vacation leave for that day. For an employee on continuous Family and Medical Leave, the holiday will be counted as part of the 12 weeks of guaranteed leave.
- D. When an employee who is not exempt from over-time laws is required to work on a day designated as a statutory holiday in ORC 124.19, he or she will be entitled to pay for such time worked at one and one-half times the employee's regular rate of pay in addition to 8 hours of holiday pay. Those employees with legal exemptions from overtime laws, such as administrative staff, are not eligible to receive overtime pay in compensatory time at the time and one-half rate. (Ref.: OAC 123:1-43-01)
- E. Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed on the following Monday. A part-time employee will be paid holiday pay for that portion of any holiday for which he/she normally would have been scheduled to work. (Ref.: ORC 325.19)
- F. Since many important religious observances occur on days not designated as legal holidays, the administration will give deference to staff members who request time off expressly for the purpose of engaging in such observances. Employees may take vacation leave, compensatory time, personal leave, paid time off or leave without pay. Employees must follow Board policy for requesting leave. Staff members may not use sick leave for such holiday observances. (Ref.: OAC 123:1-44-02)