

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

HOLIDAY PAY			
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<b>POLICY NO.</b>	4.14	<b>EFFECTIVE:</b>	01/02/2024
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- A. Certain employees may be designated as essential safety sensitive operations that cannot close for holidays. As such, all non-exempt employees of these departments will accrue holiday hours as stated below.
- B. Full time employees are paid their regular rate of pay for days designated as County holidays in the Personnel Rules. Number of hours paid for each holiday is dependent on their normal work shift.
- C. Those employees required to work may receive credit for time worked on the day of the designated holiday and may accumulate a balance of holiday leave during the course of a fiscal year (July 1 of each year through June 30 of the following year). Fulltime employees in public safety positions (law enforcement officers, animal control officers, emergency medical service personnel, and dispatchers) and other employees designated by a department head with the approval of the County Administrator will be eligible to receive straight-time credit for holiday time to be used on a subsequent date.
- D. Any accumulated holiday leave balances must be used on or before June 30 each year or it shall be lost. On July 1 of each year, every employee's holiday leave balance will be reset to "0".
- E. All part-time and temporary employees required to work on County holidays will be paid at their regular hourly wage for each hour worked on the holiday.
- F. When a holiday falls on a full time employee's scheduled day off, one of his scheduled working days within the same work period in which the holiday occurs may be designated by the Department head as the official holiday.
- G. All full-time employees required to work on County holidays and taking another day off in the work period will use holiday day time off before annual leave or compensatory time off.