

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

HOLIDAY LEAVE

POLICY NO.	8.4	EFFECTIVE:	01/02/2024
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A. Scheduled Holidays

The County shall follow the schedule of holidays established by the Commonwealth of Virginia, unless otherwise directed by vote of the Board of Supervisors.

If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday, or if a holiday falls on a Sunday, the following Monday shall be observed as a holiday. The County Administrator may at his/her discretion shift observance of a Holiday to suit the operations of the County and/or individual conflicts. In addition any other day so declared by the Board of Supervisors shall be a legal holiday.

The Board of Supervisors may designate additional holidays.

B. HOLIDAY LEAVE FOR CERTAIN EMPLOYEES

1. Due to the nature of the work performed by certain employees, those employees cannot all be granted leave on the designated holiday. Those employees 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). Full-time 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.
2. Accrued holiday leave must be taken before paid time off but after accrued compensatory time. 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".