

Holidays

Regulation Number: 25	Revision: TBD	Page 1 of 1
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Full-time and part-time benefited exempt and non-exempt employees are eligible for paid holidays. The holiday credit earned by part-time employees and employees assigned to non-standard pay groups shall be at a rate proportionate to the number of hours normally worked or scheduled versus a full-time schedule. To qualify for the holiday pay, employees must be in paid status the last working day preceding an official holiday based on their assigned work schedule.

Official Guilford County Holidays will include the following:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth Day**
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day (Plus 1 additional day on the Friday after Thanksgiving)
- Christmas Day (Plus 2 additional days)

The County will define the holiday schedule each year, adjusting the placement of holidays as needed if they fall on weekends or to accommodate efficient payroll processing. If a non-exempt employee is required to work on a holiday, the employee will receive holiday pay in addition to compensation for the actual number of hours worked on the holiday, subject to FLSA provisions. The holiday credit and/or any hours worked on a holiday will be used to "net" or "straight out" missing work time from a work week (for regular non-exempt employees) or work period (for 7(k) employees) in which the holiday falls, in accordance with Regulation 11.

If a non-exempt employee's regularly scheduled day off falls on a holiday, the employee will receive the holiday credit. The holiday credit and/or any additional hours worked during the work week (for regular non-exempt employees) or work period (for 7(k) employees) in which the holiday falls will be used to net against absences.

If an exempt shift worker* is required to work on a holiday, the employee will receive hour for hour pay for the holiday credit granted, as long as all hours for the period's scheduled shifts have been accounted for.

If an exempt shift worker's* regularly scheduled day off falls on a holiday, the employee will receive hour for hour pay for the holiday credit, as long as all hours for the period's scheduled shifts have been accounted for. If the exempt shift worker* prefers, the holiday credit may be used to net against absences in the biweekly period in which the holiday falls, subject to supervisory approval.

* For the purposes of Personnel Regulation 25, the definition of exempt shift worker is an exempt employee who is assigned to a non-standard schedule of 2184 hours annually; and does not include exempt employees who are working an approved flexible work schedule.

**Juneteenth is not a state recognized holiday, employees that are required to work on the Juneteenth holiday will receive payment for hours worked and a scheduled day off for the holiday (floating holiday) to be taken at a later date with Director's approval. The floating holiday must be used by December 31 of the year in which the holiday was granted.