


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Holiday Leave</i></p>	 <p>900.402</p>

PURPOSE:

The Fire Department will recognize the following days as paid holidays:

- New Year’s Day
- Equality Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day
- Employee Appreciation Day (the day after Thanksgiving)
- Christmas Day

SCOPE:

This policy applies to all career employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Employees classified as regular full-time and regular part-time working at least 20 hours per week on the date a holiday is observed will be eligible to accrue holiday hours for each recognized holiday. Holiday hours will be earned on the designated day of observance. Eligible full-time employees will accrue eight (8) hours of holiday pay for each designated holiday. Eligible part-time employees will accrue holiday hours on a pro-rated basis. (See Policy 900.101 for an example of pro-rated calculation.)
- B. Holiday leave will continue to accrue during paid leaves for a period not to exceed six months. Holiday leave will accrue during Workers’ Compensation Leave for a period not to exceed six months. Holiday leave will accrue during Military Leave for a period not to exceed five years.
- C. Holiday leave will not accrue during unpaid leaves.
- D. Generally, a holiday that occurs on a Sunday shall be observed on the following Monday, and a holiday that occurs on a Saturday shall be observed on the preceding Friday. The dates for observation of each holiday for the Fire Department will be published each year. Additional holidays may be designated at the discretion of the Joint Powers Fire Board.

<p>Initial Approval: 3/28/07; 3/24/10 Revision Date: 3/16/2011</p>	<p>Page 1 of 2</p>	<p>Sam Saunders, Chairman</p> <p>ORIGINAL SIGNED</p>
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- E. The Fire Chief and/or Comptroller shall determine whether, on a division by division basis, all employees scheduled to work a holiday will be required to either: 1) bank all holiday hours to be used at another time; or 2) be paid holiday pay on all designated holidays in addition to pay for hours actually worked. This determination will be made on an annual basis and included in the Fire Department's budget for approval each fiscal year.
- F. If a paid holiday falls within an employee's vacation period, the employee may use earned holiday hours for all or part of that day's absence.
- G. Holiday leave hours are not considered as hours worked in the computation of overtime or compensatory time.
- H. To receive holiday pay, an eligible employee must be at work, or on an authorized paid absence, on scheduled work days immediately preceding and immediately following the day on which the holiday is observed.
- I. Employees may not receive cash payment of accrued holiday pay in lieu of time off, except at separation of service or departmental transfer. No full-time employee may carry over more than forty (40) holiday hours. Maximum carry over will be pro-rated for part-time employees. Holiday hours may accumulate to more than the maximum within the fiscal year; however, any accumulated holiday hours in excess of the maximum as of July 1st of each year will be lost with no compensation to the employee. The Fire Department may set a maximum carryover of less than forty (40) holiday hours for all employees when appropriate based on business needs.
- J. Upon separation of service or transfer from one department/agency to another, employees shall be paid for their earned holiday hour's balance at their current rate of pay. Holiday hours cannot be used to extend the date of separation.
- K. The Fire Department recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Fire Department's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if prior approval has been obtained from the employee's supervisor. Employees may use accrued vacation, compensatory, or holiday leave or if no banks of paid leave are available, upon the approval of the Fire Chief and/of Comptroller, they may take such time off as an unpaid excused absence.

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Page 2 of 2

Sam Saunders, Chairman

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