



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/30/2020 Meeting Date: 1/7/2021

Name: Robby Hollingsworth Department: Commissioner District 3

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Robby Hollingsworth", is written over a light blue circular stamp.

1. Nature and purpose of agenda item:

Discussion of Holiday Pay Policy

2. Recommended Motion/Action:

None

3. Fiscal impact on current budget.

This item has no effect on the current budget.

CHAPTER 18 - HOLIDAYS

A. OBSERVED HOLIDAYS

1. The County observes the following paid holidays.
 - a. New Year's Day January 1st
 - b. Martin Luther King, Jr. Day Third Monday in January
 - c. Good Friday Friday before Easter
 - d. Memorial Day Last Monday in May
 - e. Independence Day July 4
 - f. Labor Day First Monday in September
 - g. Veterans Day November 11
 - h. Thanksgiving Day Fourth Thursday in November
 - i. Friday after Thanksgiving Day Friday after Thanksgiving
 - j. * Christmas Eve December 24th (Observed on the last work day before Christmas)
 - k. Christmas Day December 25
2. Holidays falling on Saturday will be observed on the Friday preceding the holiday. Holidays falling on Sunday will be observed on the Monday following the holiday or the day recognized nationally. Departments who normally operate 24 hours a day will observe on the actual day of occurrence. A holiday begins 12:00 a.m. and ends 11:59 p.m. Eligible employees will receive holiday pay from date of hire.

***The Board of County Commissioners may approve an alternate day to observe Christmas Eve, depending on the day Christmas Eve falls.**
3. On-call and temporary employees are not eligible for holiday pay or benefits.
4. Regular part-time employees will receive pro-rated holiday time in accordance with their full-time equivalency.
5. To receive holiday pay, an eligible employee must be in approved pay status the regularly scheduled day prior to and immediately after a holiday. In accordance with this policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

B. PERSONAL HOLIDAY

Upon successful completion of the initial orientation period, regular full-time employees will be granted an eight (8) hour personal holiday with pay to be taken during the fiscal year (October 1 – prior to the last payroll period in September). Use of the personal holiday must be approved in advance by the Department Head/designee and the holiday must be taken in its entirety (all eight hours at once). Regardless of the regularly assigned work hours per day (for example: 8, 10, 12, or 24), the maximum personal holiday granted will be eight (8) hours. Personal holidays that are not used during the fiscal year will be forfeited and unused personal holidays will not be paid out upon termination (use it or lose it). Personal holiday time off will not be considered “time worked” for the purpose of overtime calculation.

C. HOLIDAY PAY

1. In the event a non-exempt employee, [including a PRN duty status employee](#), is required to work on an observed holiday, or the actual holiday, the employee will be paid eight (8) hours holiday pay (at straight time) plus pay at the rate of one and one-half times his/her regular hourly rate for hours actually worked on the holiday. Hours worked on the holiday will count as hours worked for the calculation of overtime pay per the Fair Labor Standards Act. However, holiday hours worked, paid at time and one-half, will not be considered compensation for overtime. All hours physically worked in excess of 40 hours per pay week (106 per pay period for firefighters) will be paid at time and one-half.

For Example:

If a holiday is observed during a pay week, an employee worked the holiday, and physically worked 50 hours during the pay week, he/she would be paid as follows:

Wed.	Thurs.	Fri	Sat.	Sun.	Mon.	Tues.	
Holiday							Total Hours
4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	Worked
5	8	8	8	5	8	8	50

35 Hours Straight Time

8 Hours Holiday

5 Hours Holiday Worked at the rate of one and one-half times

10 Hours Overtime

2. Holiday hours not worked will not be considered “time worked” for the purpose of overtime calculation.

D. AUTHORIZATION FOR HOLIDAY PAY

All work scheduled on an observed holiday must be approved by the Department Head.

[BCC Approved: 11/19/2020](#)