



<b>Policy 5.1</b>	<b>Designated Holidays</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12; 5/22/12			

## **DESIGNATED HOLIDAYS**

**5.1**

### **POLICY**

It is the policy of DuPage County to normally provide employees with eleven (11) Designated Holidays as declared by the County Board. All eligible employees will receive time off with pay or receive holiday pay if required to work, for all designated holidays.

### **ELIGIBILITY**

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (20) hours per week.

### **GUIDELINES**

- A. In the event a holiday falls upon a Saturday, the preceding Friday shall be deemed the official holiday. In the event a holiday falls upon a Sunday, the following Monday shall be deemed the official holiday. In departments which have twenty-four (24) hour per day operation, a holiday may be observed on the actual holiday, with the approval of the Department Head.
- B. When an eligible employee is scheduled to work on a designated holiday, equivalent time off will be granted within the following twelve (12) month period, at a time convenient to the employee, the Supervisor and the department's operation. Compensation for the holiday will be paid at straight time.
- C. Employees who observe a religious holiday on days which do not fall on a designated holiday should use accrued vacation, personal days, or compensatory time. However, if the employee does not have time, such religious holidays may be taken without pay with the approval of the Department Head and the Director of Human Resources, or designee.
- D. It shall be the responsibility of the employee to provide their Supervisor with complete and accurate information on their time document regarding the use of holiday time.
- E. Designated holidays may be adjusted from year to year as deemed necessary by the County Board.

- F. Eligible part-time employees will receive designated holidays at a proportional rate, based on the number of hours they are regularly scheduled to work.
- G. Compensation for a holiday will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.
- H. An eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, in order to be compensated for the holiday, unless absence on either or both is pre-approved by the Department Head or Supervisor.

**I. Shift Employees**

- 1. When a holiday falls on an eligible employee's regularly scheduled day off, the employee will be allowed an extra day's pay or equivalent time off in lieu of the holiday.
  - 2. All eligible shift employees scheduled to work on a holiday shall receive compensation in lieu of equivalent time off for the holiday.
- J. Care Center employees that work the designated holiday will receive monetary compensation for working the holiday in lieu of equivalent time off or may request to bank the holiday at straight time. Employees must provide advance notice to their supervisor in writing if they wish to exercise their option to bank the holiday time. Banked holiday time must be used by the end of the calendar year it is earned. If the employee does not use the banked holiday time by the end of the calendar year, he/she will receive payment for any unused time.

**PROCEDURES**

- 1. When an employee is scheduled to work on a recognized holiday, the employee shall get prior approval from their supervisor whether pay or compensatory time should be reflected on their time document for the hours worked.
- 2. Care Center employees who are scheduled to work on a designated holiday and are absent from work on that holiday will not be eligible to receive compensation for the holiday.

The list of approved designated holidays is available on the internet under the Human Resources tab at <https://www.dupageco.org/HR/45852/>