

Subject: HOLIDAYS

Date: August 28, 2013

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Replaces Policy Dated: August 21, 2008

PURPOSE: To provide a policy for Pinal County employees setting forth paid holidays.

STATEMENT OF POLICY: Pinal County follows the holidays as identified in Arizona Revised Statutes 1-301.

SCOPE: The following are the paid holidays observed by Pinal County:

- January 1, "New Year's Day"
- Third Monday in January, "Martin Luther King, Jr./Civil Rights Day"
- Third Monday in February, "Washington/Lincoln Presidents Day"
- Last Monday in May, "Memorial Day"
- July 4, "Independence Day"
- First Monday in September, "Labor Day"
- November 11, "Veterans Day"
- Fourth Thursday in November, "Thanksgiving Day"
- Friday the day after "Thanksgiving Day"
- December 25, "Christmas Day"

When any of the holidays listed above falls on a Sunday, the following Monday shall be observed as a holiday; if any such holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

An employee must be in a paid status on the working day immediately preceding the holiday and the working day immediately following the holiday in order to receive pay for the particular holiday. Only employees in regular, fulltime status are eligible to receive time off with pay for a holiday. Employees working a flexible schedule of more than 8 hours will only be paid 8 hours for each holiday and must supplement those hours with vacation time, or work the additional hours in the remaining workweek in order to receive a full paycheck.

Employees scheduled to work on a Holiday

An employee who is regularly scheduled to work on a holiday is entitled to:

- a. Be absent with pay for the number of hours worked on the holiday, not to exceed 8, on an alternate work day specified by the Appointing Authority after the holiday and during the work week in which the holiday is observed, or
- b. Be credited in the form of straight-time compensatory time with the number of hours worked on the holiday, not to exceed 8 hours.