

Paid Holidays

1.0 Purpose To establish Bladen County's procedures for paid holidays.

2.0 Applicability This policy applies to all Bladen County employees

3.0 Policy All salaried employees appointed to permanently established positions whose normal schedule would cause them to work on the day on which the holiday falls if the office was open, are eligible for seven and one-half (7.5) hours (prorated for those working less than 37.5 hours) of holiday pay for the following holidays or paid at a rate of "double time" when scheduled to work on an observed holiday.

3.1 Paid Holidays Observed

The following holidays, and such others as the Board of County Commissioners may designate, shall be observed by county offices and shall be counted as hours worked, but will not be added into the calculation of hours worked for overtime purposes. The County will follow the same Holiday schedule observed by State Employees.

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veterans Day
Good Friday	Thanksgiving (two days)
Memorial Day	Christmas (two or three days)
Independence Day	

3.2 Religious Observances

Employees who wish to use leave for religious observances must request leave from their respective Department Heads. The Department Head will attempt to arrange the work schedule so that an employee may be granted annual leave for the religious observance. Annual leave for religious observance may be denied only when granting the leave would create an undue hardship for the County.

4.0 Effect of Holidays on Other Types of Paid Leave

Regular holidays that occur during an annual, sick, or other paid leave period of any employee of the County shall not be charged as annual, sick or other paid leave. An employee on unpaid leave is not entitled to holidays. Holiday pay is not applicable if on leave without pay either the day prior to or after the holiday.

Paid Holidays

5.0 Holidays --When Work Is Required

If a non-exempt employee works a full day on one of the above holidays, the employee will receive regular pay for each hour worked and a day off with pay in lieu of the holiday pay to be taken at a later time. The day off with pay will be scheduled at a time mutually agreeable to the employee and the Department Head, within 30 days of the holiday.

Employees who work shifts for Communications, Emergency Medical Services and the Sheriff's department and who must work on the holiday will be paid for the holiday two times their hourly rate.

Communications, EMS, and law enforcement personnel will be paid 12 or 8.5 hours respectively holiday pay, even if not scheduled to work due to the nature of their schedules.

6.0 Leave Pro-Rated

Holiday, vacation, and sick leave earned by part-time employees with fewer hours than the basic work week (37.5 hours) shall be determined by using the following formula:

1. The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 37.5 hours) to determine pro-rated percentage of leave earned.
2. The pro-rated percentage in step 1 will then be multiplied by the number of hours of leave earned by full time employees.