



GRAYSON COUNTY

Holiday Pay Policy **Effective Date: October 1, 2023**

PURPOSE: The purpose of this Policy is to establish guidelines regarding Paid Holidays for Grayson County employees. This Policy will apply to all Full-Time Salaried/Non-Exempt and Exempt employees. This Policy will not apply to Elected Officials, Part-Time and/or Temporary/Seasonal employees. The following holidays shall be observed:

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day and Two (2) floating holidays per calendar year. With supervisor approval, a floating holiday may be observed on any work day.

Holidays will be observed on the date designated by the Commissioner's Court. In the event that an actual holiday occurs on a Saturday or Sunday, the Commissioner's Court will designate another day as a recognized holiday. If a holiday falls on a Saturday, the County will observe the designated holiday on the Friday preceding the actual holiday. If a holiday falls on a Sunday, the County will observe the designated holiday on the Monday following the actual holiday.

Most County buildings and operations are closed/suspended on a designated holiday. However, some County offices must remain open on a 24-hour/365 day basis.

FOR DEPARTMENTS THAT SUSPEND (CLOSE) OPERATIONS ON DESIGNATED HOLIDAYS:

Exempt Employees: Employees will receive 8 hours of straight time pay for each designated holiday. Holiday time will be used in full at the time a designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

Full-Time Salaried/Non-Exempt Employees: Employees will receive 8 hours of straight time pay for each designated holiday. Holiday time will be used in full at the time a designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

**FOR DEPARTMENTS THAT DO NOT SUSPEND (DO NOT CLOSE)
OPERATIONS FOR DESIGNATED HOLIDAYS:**

Full-Time Salaried/Non-Exempt Employees Who Work on a Designated Holiday: If an employee's work shift begins on a designated holiday, the employee will receive 8 hours of straight time pay for each designated holiday worked. Fire protection employees will receive 12 hours of straight time pay for each designated holiday worked. Holiday time will not accrue and cannot be used at a later date. Holiday pay will be in addition to pay for actual hours worked.

Full-Time Salaried/Non-Exempt Employees Who Do Not Work on a Designated Holiday: Employees who are not scheduled to work on a designated holiday will receive 8 hours of straight time holiday pay and will not accrue holiday time to be used at a later date. Fire protection employees who are not scheduled to work on a designated holiday will receive 12 hours of straight time holiday pay and will not accrue holiday time to be used at a later date.

**FOR ADMINISTRATIVE/SUPPORT STAFF THAT WORK IN DEPARTMENTS
THAT DO NOT SUSPEND OPERATIONS FOR RECOGNIZED/DESIGNATED
HOLIDAYS:**

Full-Time Salaried/Non-Exempt Employees: Employees that are considered Administrative/Support Staff and do not work on a 24-hour/365 day schedule basis are expected to observe designated holidays. Employees will receive 8 hours of straight time pay for each designated holiday. Holiday time will be used in full at the time a designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

COMPENSATORY TIME CALCULATIONS

Because Holiday Pay is not reflective of actual hours worked, hours paid as "Holiday Pay" do not count towards compensatory time calculations.