

Nassau County Board of Commissioners EMPLOYEE POLICIES & PROCEDURES MANUAL		
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Holidays

The following, as well as any other days the BOCC may declare, are designated as official holidays for County employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

The holiday schedule will be set annually as approved by the BOCC. Individual departments may observe these holidays on dates different from the holiday schedule based on the needs of the department and at the discretion of the Department Head.

If the County's interests are best served by a non-exempt employee working on the department's observed holiday, such employee shall be paid straight time for hours actually worked in addition to eligible holiday pay.

All eligible employees shall receive payment for paid holiday hours at their straight-time rate, unless the employee has leave without pay for the any portion of the last regular work day proceeding such holiday or on the next regular work day following such holiday.

Eligibility for Holiday Pay

All full-time regular employees working eight (8) hour days shall receive eight (8) hours of paid leave for each of the holidays observed while employed by the County.

Regular part-time employees shall receive paid leave for each of the holidays observed while employed by the County on a prorated basis.

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Personal Holidays

Employees hired prior to December 1, 2011 will receive one (1) Personal Holiday which will accrue October 1st of each year and must be used by the following September 30th or will be forfeited.

Regardless of hire date, Department Heads reporting directly to the County Manager or Assistant County Manager and those with Director position titles will receive five (5) Personal Holidays which will accrue October 1st of each year and must be used by the following September 30th or will be forfeited.

Personal Holidays are not eligible for payout upon separation from the County.

Ineligibility of Holiday Pay

Temporary part-time, seasonal, student workers and interns are not eligible for Holiday pay.