LP-6: Holidays

1. OBSERVANCE:
   a. Employees with the exception of temporary employees of Fairfield County, with the exception of law enforcement personnel, security personnel and others whose work schedules do not permit, observe the following official paid holidays:

      New Year's Day             January 1st
      Martin Luther King, Jr. Birthday  3rd Monday in January
      Good Friday                Friday before Easter
      Memorial Day               Last Monday in May
      Juneteenth                  June 19th
      Independence Day           July 4th
      Labor Day                  1st Monday in September
      Veteran’s Day              November 11th
      Thanksgiving               4th Thursday and Friday in November
      Christmas                  December 24th, 25th, and 26th

   The County Council may, by resolution, designate additional holidays during the year.

   b. Holidays occurring on Saturday are observed on the preceding Friday, and holidays occurring on Sunday are observed on the following Monday. When Christmas day falls on Friday or Saturday, the three-day holiday period shall be observed on Thursday, Friday, and the following Monday. When Christmas day falls on a Sunday or Monday, the preceding Friday, Monday and Tuesday shall be observed as holidays.

2. ENTITLEMENTS:

   All regular employees and probationary employees are entitled to paid holidays off. Elected Officials and magistrates are not paid for holidays as they are paid a straight salary.

   a. Holidays occurring while an employee is in annual leave status are not charged against annual leave.

   b. When illness occurs on a holiday, an employee shall not have that holiday charged against his sick leave.

   c. Terminating employees whose last day of employment falls on a holiday do not receive holiday pay unless they actually worked that day.

   d. Employees do not receive holiday pay when the first day of leave without pay starts on a holiday or the day following, or if the leave without pay period ends on a holiday or the preceding day.

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e. For each paid holiday, all regular employees will receive pay for one regular workday or a maximum of 8 hours, whichever is less. Regular part-time employees (normally scheduled to work at least 15 hours per week) will receive pay on a pro-rata basis. This time shall not be counted as hours worked for the purpose of computing overtime.

f. An employee who is required to work on an official holiday, shall be paid for the hours actually worked and receive holiday pay up to 8 hours.