I. PURPOSE

A. To provide a policy for Yavapai County employees setting forth paid holidays.

II. POLICY

A. Yavapai County follows the holidays as identified in Arizona Revised Statues §1-301.

B. The paid holidays observed by Yavapai County are as follows:

1. January 1
2. Third Monday in January
3. Third Monday in February
4. Last Monday in May
5. July 4
6. First Monday in September
7. November 11
8. Fourth Thursday in November
9. Friday after the Fourth Thurs. in Nov.
10. December 25

C. County offices shall be closed on each of the ten holidays listed above. If the holiday falls on a Sunday, the holiday shall be observed on the following Monday. If the holiday falls on a Saturday, the holiday shall be observed on the preceding Friday.

D. Only employees in regular full-time status, or regular part-time status with scheduled hours of 20 hours per week or more are eligible for holiday pay. All employees must be on active pay status (not on an unpaid leave of absence) in order to receive pay for the particular holiday. Full-time employees receive a holiday benefit of 8 hours for each holiday and eligible part-time employees receive 4 hours.

E. Regular part-time employees who are scheduled to work less than 20 hours per week, Temporary and Seasonal are not eligible for holiday pay.

F. Employees working a flexible schedule of more than 8 hours per day will only be paid 8 hours for each holiday and must supplement those hours with annual leave, or work the additional hours in the same workweek in order to receive a full paycheck.

G. Employees required to work holidays in order to provide essential services shall receive holiday worked compensation or accrued holiday time off.

1. Holidays may be accrued to a maximum of 40 hours; any excess will be paid. Upon termination of employment, holiday hours deferred will be paid at the employee’s current rate of pay.