

County of Cumberland Board of County Commissioners	Policy Number: 2.02	Pages: 1 of 2
Chapter: Employee Benefits	Effective Date: October 24, 2023 Supersedes Policy 2.02 Dated 01/01/2015	
Subject: Holiday Leave		

I. Policy

Unless otherwise specified in the applicable articles of the specific collective bargaining agreements, Cumberland County Government (County) shall recognize thirteen (13) holidays per year as outlined below.

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Juneteenth Day (State schedule)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- General Election Day (Tuesday after the first Monday in November)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

II. Procedure

- A. Holidays as authorized by law, executive order or resolution shall be allowed as days off with pay for full-time employees. Part-time employees who work a constant percentage of a full work week shall receive holiday leave credit on a proportionate basis. Part time as needed and temporary employees shall not be entitled to any form of compensation for a holiday not worked.
- B. Employees shall become eligible for holidays on the first day of employment.
- C. The County shall recognize holidays that fall on a Saturday on the preceding Friday. A holiday that falls on a Sunday shall be recognized on the following Monday.
- D. Payment for work performed on the holiday shall be paid in accordance with the federal "Fair Labor Standards Act" and the applicable collective bargaining agreements.
- E. Employees who are in a non-pay status for the workday on or immediately before or after a holiday shall not receive compensation for that holiday. Employees are required to work the scheduled day before and after the scheduled holiday to receive holiday pay unless excused for illness supported by a doctor's note or other justifiable cause, including preapproved vacation. When an employee's vacation wraps around a recognized holiday, the employee shall receive holiday pay (not vacation) for the recognized holiday.

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- F. When a recognized holiday falls on an eligible employee's regular day off, the employee is entitled to an "in lieu of" holiday within the same or subsequent pay period as determined by the scheduling Supervisor.

- G. Certain collective bargaining agreements provide for special compensation for scheduled holiday work. If an employee is scheduled to work on a holiday but does not report to work for a reason (such as illness) that is authorized (sick time available and proper call out procedure followed), leave time shall be charged and holiday hours banked. An employee who is not approved to be absent on scheduled holiday (no sick time available or improper call out) and who refuses to work on the holiday shall be charged with an unauthorized absence, subject to discipline, and denied pay for that day (i.e., shall not receive paid holiday time off).