

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**HOLIDAY PAY**

**POLICY NO.: 4.18**

**EFFECTIVE: 09/01/06**

**REVISED: 4/27/10**

---

**OVERVIEW:** In recognition that County employment requires some employees to work on designated holidays, the County will provide employees required to work on holidays an additional compensation for that work.

**SCOPE:** This policy applies to all full time and part time employees, including employees of Constitutional Officers subject to the County's personnel policies.

**PROVISIONS:**

A. Days observed as Holidays

The County observes holidays as described in Policy 4.10.

For the purpose of this policy, a standard holiday is 8 hours on the designated holiday date.

B. Eligibility

All full-time employees will be compensated for County approved holidays. Employees who are required to work on a holiday by the Constitutional Officer or Department Director will be eligible for holiday pay. Approval to work on a holiday must be in writing and in advance of the holiday. Work on holidays that is not approved by the Department Director or Constitutional Officer will not be eligible for holiday pay.

C. Payment:

In addition to their regular pay, employees approved to work on a holiday, shall receive the employee's choice of compensatory time or pay at the employee's hourly rate of pay, in accordance with policy 4.7.

When a holiday falls on an employee's scheduled day off, the employee shall receive the employee's choice of compensatory time or pay at the employee's hourly rate of pay, in accordance with policy 4.7.

Holiday leave shall not be counted as hours worked for the purposes of determining overtime entitlements under the provisions of the Fair Labor Standards Act.

Cash payment for work on holidays will be made in the following month after which it is earned.

D. Work Records:

All employees will record holidays on their work record in the row designated "Holiday." If an employee also works on a holiday, he or she will record the number of hours worked in the appropriate row. Correctly entering time on the work record is all that is required to generate both the holiday pay and compensatory time. Failure to properly complete the work record may result in underpayment. Supervisors must carefully review entries during reporting periods containing holidays.

For example, assume Monday, May 29 is a holiday. All non-exempt personnel will enter 8 hours of time in the "Holiday Taken" row under the day 29. If an employee also works 8 hours that day, he or she will also enter 8 in the "Hours Worked" row. Similarly, if the employee works 12 hours on a holiday, the hours shown for that day would be 12 "Hours Worked" and 8 "Holiday Taken" for a total of 20. If the employee is on a 24 hour shift, the total hours will be 32. If a shift worker is not scheduled for that day, he or she should still record 8 hours of holiday taken, thereby ensuring credit for the 8 hours of holiday time.