



# Medina County Policy Manual

<b>Policy: Holidays</b>	<b>Section: Time Off</b>	<b>Number: 5.020</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised: 3/5/19</b>	<b>Page #: 1 of 2</b>

9/17/07 Res 17-900; 12/11/18 Res 18-0963

ORC 325.19

A. Full-time employees receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

B. In order to receive payment for the holiday, the employee must have worked their last fully scheduled workday before the holiday and the first fully scheduled workday after the holiday, unless the employee provides a doctor's excuse of illness upon their return to work.

C. Employees must be on active pay status the day before and the day after a holiday in order to receive holiday pay. Payment will not be made for holidays which occur during an unpaid leave of absence.

D. If a holiday falls on Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday.

E. Full-time employees working on a recognized holiday will be paid at one and one-half (1-1/2) times their regular rate of pay for every hour worked; in addition to receiving eight hours of holiday pay. No more than eight (8) hours of holiday pay will be paid should the employee work more than eight (8) hours on the holiday; however, the additional 'worked' hours will be paid at time-and-a-half.

F. Part-time employees are ineligible for holiday pay. Part-time employees working on a recognized holiday will be paid at one and one-half (1-1/2) times their regular rate of pay for every hour worked.

Policy: <b>Holidays</b>	Section: <b>Time Off</b>	Number: <b>5.020</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>2 of 2</b>

- G. The Board of County Commissioners **MAY** approve the addition of a floating holiday to be used between the day before Thanksgiving and the day after New Year's Day. This is decided on a year-to-year basis. Employees must schedule their floating holiday through their supervisor/department director.
1. An unused '*floating holiday*' shall be forfeited.