

## **IV.F. Holidays**

Baldwin County observes the holidays listed below. Full-time employees are eligible to be paid for these holidays if he or she is in a paid status. The Commission will announce any additional holidays. Offices may be closed without further notice on the following days:

- New Year's Day;
- Martin Luther King, Jr. Day;
- President's Day;
- Mardi Gras Day;
- Good Friday;
- **Juneteenth Independence Day;**
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day;
- Day after Thanksgiving;
- Christmas Eve; and
- Christmas Day.

If a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on Monday.

Employees are required to be present at work on the workday scheduled immediately preceding and following a holiday unless leave has been pre-approved. If an employee is absent due to illness, he or she must present a doctor's excuse to be paid for the holiday. If an employee is on leave without pay the day before or the day after a holiday or has leave without pay for the whole week of the holiday, then the employee will not be eligible for holiday pay.

All eligible full-time and Appointed/Appointed Contract employees shall receive eight (8) hours pay at their regular base pay rate for each paid holiday. Should any hourly employee be required to work on a holiday, he or she shall receive holiday pay plus hours worked.

If an employee wishes to observe a religious holiday, the employee must communicate with his or her supervisor to make arrangements. Annual leave will be used for time off taken for religious holidays. If the employee has no accrued annual leave, he or she shall use leave without pay.