

63 HOLIDAYS

All regular full-time and part-time employees of Spartanburg County who are normally scheduled to work on a day that the County is closed because of an observed holiday, with the exception of the Sheriff's Department personnel, security and other shift personnel whose work schedules do not permit same, will observe the following official holidays with pay:

- New Year's Day, January 1st
- Martin Luther King, Jr., Day, third Monday in January
- Memorial Day, last Monday in May
- Independence Day, July 4th
- Labor Day, first Monday in September
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve, December 24th
- Christmas Day, December 25th
- Day after Christmas

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

When a holiday occurs during a period of authorized leave, that day will not be charged as a day of leave.

When the demands of a service or work schedule, such as Sheriff's Department personnel, security and other shift personnel, are such that a regular full-time employee is required to work on an official holiday, the employee may arrange with his/her Department Head to take another day off as approved administrative time off. This applies only when an employee is physically at work. Such approved administrative time off should be taken within 90 days of the approved holiday. When an employee's regular day off falls on an official holiday (Sheriff's Department personnel, security and other shift personnel), the Department Head will arrange for administrative time off for the employee. Such administrative time off should be taken within 90 days of the approved holiday.

When an employee separates from employment with Spartanburg County, he/she will be paid for the holidays worked, but not to exceed the number of paid holidays granted by Spartanburg County annually. While Spartanburg County recognizes 11 paid holidays, due to the nature of firefighter schedules, holidays are treated as regular work days and no additional

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compensation or time off is granted.

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64 FLOATING HOLIDAYS

After a regular full-time employee completes one year of continuous service with Spartanburg County, the employee has the option to select two days as a floating holidays by January 1st of the next calendar year. The Department Head will either approve the selected dates or consult with the employee to determine other suitable dates. An unused floater holiday does not carry over to the next calendar year; it will be forfeited. If the employee is separated from employment for any reason prior to taking and being paid for the floating holidays, the employee will not be paid for the floating holidays. Due to the nature of their schedules, firefighters are not eligible for the floating holidays.

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