

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: JUNE 22, 2015 AGENDA ITEM NUMBER: 18

**SUBJECT: RESOLUTION APPROVING AND AUTHORIZING IMPLEMENTATION OF A REVISED HOLIDAY POLICY FOR NON-EXEMPT EMPLOYEES (HUMAN RESOURCES DEPARTMENT)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:** Recommend Approval

### SUMMARY OF INFORMATION:

See attached

ATTACHMENTS:  YES  NO

SIGNATURE: *J. Dudley Watts, Jr.* DATE: June 18, 2015  
COUNTY MANAGER

**RESOLUTION APPROVING AND AUTHORIZING IMPLEMENTATION OF A  
REVISED HOLIDAY POLICY FOR NON-EXEMPT EMPLOYEES  
(HUMAN RESOURCES DEPARTMENT)**

**WHEREAS**, the Human Resources Director recommends the attached revised Holiday Leave Policy be approved and implemented to address issues relating to accumulated holiday leave time for non-exempt employees; and

**WHEREAS**, it is proposed that any existing holiday leave balances for non-exempt employees be rolled into the accumulated annual vacation leave balances of affected employees as of June 20, 2015 and that hereafter all employees be paid for holidays as of the day it occurs, which will result in no loss of compensation to any employee;

**NOW, THEREFORE, BE IT RESOLVED** that the Forsyth County Board of Commissioners hereby approves and authorizes implementation of the attached revised Holiday Leave Policy effective July 1, 2015 for non-exempt employees.

Adopted this 22<sup>nd</sup> day of June 2015.

## Holiday Leave Policy

Full-time employees and part-time employees with benefits receive the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day (plus 1 1/2 days as determined by the County Manager)
- One additional day designated by the County Manager (normally the day after Thanksgiving)

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

Non-exempt full-time employees will receive 8 hours of holiday pay (4 hours on the Christmas ½ day). Non-exempt part-time employees with benefits will be paid for 4 hours of holiday leave (two hours on the Christmas ½ day).

Full-time employees must work or take paid leave the workday before and the workday after a holiday to earn and be paid for the holiday.

All non-exempt holiday hour balances as of June 20, 2015 are converted to annual leave.