

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**HOLIDAYS**

**SECTION 4.04  
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- A. All full-time employees are entitled to receive payment for the hours they would have normally been scheduled to work on each of the following legal holidays:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	4th Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

- B. Part-time employees who are scheduled to work on a holiday shall receive holiday pay in relation to the hours actually worked during the period from 12:00 a.m. to 11:59 p.m. inclusive. Part-time employees not scheduled to work on a given holiday shall not be eligible for holiday pay, unless an alternate policy has been approved by Sandusky County Board of Commissioner.
- C. If the holiday falls on Sunday, it will be observed on the following Monday; if it falls on a Saturday, it will be observed on the preceding Friday. If an employee's work schedule is other than Monday through Friday, the employee is entitled to holiday pay for holidays which occur on the employee's day off using the dates for holidays specified in subsection (A) above, regardless of the day of the week such holidays are observed.
- D. Most County offices are closed in observance of each holiday. Employees in these offices will be granted the day off with pay. Employees who are required to work on one of the recognized holidays shall be compensated in accordance with Section 3.01 herein for work performed on the holiday.
- E. An employee who is not in active pay status the day prior to or following a holiday shall not be entitled to holiday pay.
- F. If a holiday occurs while a full-time employee is on vacation, such day will not be charged against the employee's vacation leave and will remain credited to the employee's vacation balance for future use.