

MACOMB COUNTY HUMAN RESOURCES POLICY

HOLIDAYS

The designated holidays for regular full-time employees are as follows:

New Year's Day	Martin Luther King, Jr. Day
Presidents Day	One-half (1/2) day Good Friday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans' Day	Thanksgiving Day
The Day AFTER Thanksgiving	December 24 th
Christmas Day	December 31 st
General Election Day in EVEN numbered years	

Regular full-time employees who normally work a regularly scheduled five (5) day week, Monday through Friday, shall be granted time off with pay for the holidays designated above. The holiday designated must fall on a weekday, Monday through Friday. Should the holiday fall on Saturday, the immediately preceding Friday shall be observed as the designated holiday for that year. Should the holiday fall on Sunday (except for Christmas Eve and New Year's Eve, which are detailed below) the immediately following Monday shall be observed as the designated holiday for that year.

Christmas Eve and New Year's Eve:

For years in which Christmas Eve and New Year's Eve fall on Friday, the preceding respective Thursdays will be observed as the designated holidays.

For years in which Christmas Eve and New Year's Eve fall on Sunday, the preceding respective Fridays will be observed as the designated holidays for that year.

A regular full-time employee shall receive holiday pay provided that he/she works the scheduled day before and the scheduled day after the holiday and the holiday, if scheduled, or is excused and paid for the entire day from work.

Approved:



Office of County Executive

7-8-14

Date