

Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.05
 2. SUBJECT: **Holidays**
 3. POLICY: The District recognizes the holidays listed below.
 4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.
 5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for enforcing this Policy and Procedure.
 6. PROCEDURE:
 - A. Holidays recognized by the District:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving Day	56.154-hour week (2920 hours) employees only
Christmas Day	December 25
One "Floating" Holiday*	40-hour week (2080 hours) employees only
 - B. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday. If the observed holiday falls on an employee's regularly scheduled day off, it will be observed on the nearest scheduled workday (e.g., Thursday or Tuesday).
 - C. Non-exempt regular full-time employees will be paid for the holiday plus 1- 1/2 times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the District Fire Chief.
 - D. Whenever it is necessary for the District Fire Chief to work on a holiday, he or she may take off as compensatory time, one other regularly scheduled workday.
 - E. Except as set forth above, there will be no compensatory time taken.

*A minimum of ten (10) days advance notification is required for "floating" holiday request.