

on the following Monday. To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed by the County. For purposes of this policy, an approved absence is a day of compensatory time, sick leave or annual leave in that order. If an employee is absent on one or both of these days because of an illness or injury, the County reserves the right to verify the reason for the absence before approving holiday pay. Employees who are in a leave without pay status are not eligible for holiday pay. Due to the nature of services provided by the County, some employees are required to work on official County holidays. Should this be the case, the department head shall grant the regular holiday allowance in addition to the pay for actual hours worked. In the case of emergency response employees, i.e., 24 hours on and 48 off, the holiday hours granted or paid for will be a total of eight (8). Holiday hours are not considered hours worked in the calculation of overtime.

## **Jury Duty Pay**

An employee will be paid for wages lost from scheduled straight-time work due to jury service for up to a maximum of ten (10) workdays per calendar year. In order to qualify for this payment, an employee called for jury service must:

- Provide his supervisor with at least two (2) workdays advance notice of the date on which the employee has been directed to report for jury service;
- Report for work if released by the court before 12:00 noon on any day of jury service; and
- Submit written documentation from the court indicating the days of jury service, time released each day, and the amount received from the court as payment for jury duty.

Employees who have been subpoenaed or ordered to attend court as a witness or to testify in an official capacity on behalf of the County, by the County, the State or Federal government shall be provided with paid leave up to an additional five (5) days. The absence of an employee due to private, personal, or any other litigation will be charged to compensatory time, annual leave or leave without pay at the discretion of the County.