

Employees will be normally excused from work to attend the funerals of other family members or friends and, upon request, will be permitted to use annual leave for such absences. At the discretion of the department head and upon the approval of the County Administrator, an employee may be granted reasonable time off to attend the funeral of a fellow employee. There will be no loss of time if the time used is less than two (2) hours and is made up during the same workweek.

## **Military Leave**

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. An employee going on military leave shall present a copy of his orders to the appropriate department head not more than three days after receiving them. Employees are entitled to reinstatement upon release from military service as provided in state and federal laws. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

## **Paid Holidays**

The County offers the following paid holidays to full-time employees unless otherwise changed by Council action:

- New Year's Day;
- Martin Luther King Jr.'s Birthday;
- President's Day;
- Good Friday;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day and following Friday;
- Christmas Day and either Christmas Eve or the day following Christmas

Generally, when a holiday falls on a Saturday, the County will observe the holiday on the preceding Friday. Generally, when a holiday falls on a Sunday, the County will observe the holiday