



June 16, 2009

## **WAKULLA COUNTY PERSONNEL POLICY AND PROCEDURES MANUAL – AMENDMENT NO.2**

The following statement amends Section VI. Employee Benefits.

Pg. #31-32, Letter J, Holidays:

- Holidays shall be designated by the Board of County Commissioners.
- A regular employee, excluding EMS and Fire employees, normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her regular rate of pay. Additionally, the employee shall receive compensatory time off at a rate of one and one-half (1 ½) the regular rate of pay, or the employee may be paid additional Holiday pay at the rate of one and one-half (1 ½) times the employee's regular rate of pay.
- For Public Safety Employees, specifically EMS and Fire Employees a holiday is considered, for the purpose of this section, as beginning at the start of a regular shift. Beginning at 7:00 a.m. on the day of the designated holiday, and ending 24 hours later at 7:00 a.m. on the following day.
  - A full-time employee not working shall receive 8 hours straight time holiday pay;
  - A full-time employee that works less than or equal to 8 hours on a designated holiday shall receive 8 hours holiday pay;
  - A full-time employee that works more than 8 hours, but less than or equal to 23 hours, on a designated holiday shall receive 12 hours of holiday pay.
  - A full-time employee that works more than 23 hours shall receive 24 hours of holiday pay.
- The division of a shift on a designated holiday shall not create a holiday time disbursement greater than 24 hours for any one position in service. A position in service represents one full-time equivalent that is assigned duty on a holiday (e.g., the EMT position on Rescue 1 is one position in service).
- Holiday compensation is provided at the employer's base hourly rate (straight time) and is provided in addition to the regularly earned compensation.

- Should the designated holiday not fall on a normal workday of a full-time employee (excluding EMS and Fire employees), the employee shall be paid for an additional eight (8) hours at his or her regular rate of pay for the holiday. When work schedules are adjusted by mutual agreement between employee and County Administration, Holiday Pay will be based on a 40 hour workweek.
- An employee who is not on approved paid leave, and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday. Employees, excluding OPS, who work less than full-time, shall be paid for the holiday in proportion to their hours regularly worked during the week.

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HOWARD KESSLER, Chairman  
Wakulla County Board of County Commissioners

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Ronald A. Mowrey, County Attorney

ATTEST:

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Brent X. Thurmond, Ex-Officio Clerk