

**Kingman County
Kansas
Personnel Policy Manual**

Policy #15 (rev. 7/28/05)
Holidays

Commission Approved/Revised
Date: ~~11/27/06~~ 10/22/07

15 Official Holiday

15.1 For all regular and probationary full-time employees, the following shall be observed as paid Holidays:

Annual Holidays Observed	
New Year's Day	Labor Day
Martin Luther King Day	Independence Day
Veteran's Day	President's Day
Thanksgiving Day (Thurs., 11/22)	Day Before Christmas Day (Mon., 12/24)
Day after Thanksgiving Day (Fri., 11/23)	Christmas Day (Tues., 12/25)
Memorial Day	Columbus Day
Good Friday	

- 15.2 To receive pay for a holiday, employees must be present at work on both the day preceding and the workday following the holiday unless on compensated Sick Leave or pre-approved, compensated vacation time. Approval for holiday pay shall be the responsibility of the Department Head. If *either* of the absent days are in unpaid status, the employee shall not receive holiday pay. "In-pay status" also includes military leave, bereavement, and jury duty. Exempt employees shall be paid for all holidays unless on disciplinary leave during the holiday week.
- 15.3 When a holiday occurs on a Saturday or Sunday, another weekday shall be declared a holiday by the County Commissioners.
- 15.4 An approved, annual Holiday schedule with specific Holiday dates shall be provided annually by the County Commissioners.
- 15.5 Employees who are required to work on a designated holiday shall receive either one (1) day paid leave, the day to be taken at the employee's discretion subject to the department head's approval, *or* the employee shall be compensated at the rate of time and one-half time for the hours worked. The employee shall indicate their choice (paid leave or T½ compensation) on the first workday following the worked holiday.
- 15.6 In the event that a holiday should occur during an employee's vacation period, such holiday shall not be counted against that employee's vacation time, but rather shall be counted as a paid holiday per the approved/official Holiday schedule.

Annual Holidays Observed - 2008

New Year's Day (Tues., 1/1/08)	Labor Day (Mon., 9/1)
Martin Luther King Day (Mon., 1/21)	Independence Day (Fri., 7/4)
Veteran's Day (Tues., 11/11)	President's Day (Mon., 2/18)
Thanksgiving Day (Thurs., 11/27)	Day After Christmas Day (Fri., 12/26)
Day after Thanksgiving Day (Fri., 11/28)	Christmas Day (Th., 12/25)
Memorial Day (Mon., 5/26)	Columbus Day (Mon., 10/13)

Date 11/28/07

Subject: Holiday Policy

To: All Dept. Heads

From: Anita Kirkpatrick

I am attaching for you the current Holiday Policy. It reflects the holidays that are currently approved by the Board of County Commissioners.

As 15.4 states, an "annual Holiday schedule with specific Holiday dates shall be provided....". That schedule was provided to you on the quarter-sheet document that was sent out several weeks ago. I am providing that sheet to you again also, just for your quick reference.

Thank you all very much! I hope this helps clear up the "which Holidays are approved" questions.