

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.9 HOLIDAYS

ELIGIBILITY 4.9-1 All regular full-time employees of Montgomery County shall be eligible to receive time off with pay for each official County holiday. The employee must be on the job their full, regularly scheduled hours the work days preceding and following the holiday unless taking approved paid leave time. The elected official or department head may require documentation from a doctor in order for holiday pay to be approved after an employee has called in sick the work day preceding or following the holiday.

HOLIDAYS 4.9-2 The County's official holidays are:

- New Year's Day - January 1
- Martin Luther King Day – Third Monday in January
- Presidents' Day – Third Monday in February
- Good Friday - Friday before Easter
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day – November 11
- Thanksgiving - 4th Thursday and Friday in November
- Christmas Eve - December 24
- Christmas Day - December 25
- Others as Commissioners Court may designate

WEEKEND HOLIDAYS 4.9-3 Holidays falling on a weekend shall be observed on a day preceding or following the official day.

TIME ACCRUAL 4.9-4 The pay period prior to an official holiday, employees will be credited with eight hours holiday pay. During a week in which a designated holiday occurs, the employee shall deduct from his holiday bank the number of hours missed because of the holiday. An employee may not work on the holiday without being asked to do so by his/her elected official or department head.

WORK ON A HOLIDAY 4.9-5 An employee who is required to work on a holiday must use his/her holiday hours on another date approved by his/her supervisor.

LIMITED CARRY OVER 4.9-6 Employees required to work on a County holiday falling between November 20 and December 31 or whose regular day off is a County holiday falling between November 20 and December 31 may carry over those holiday hours (maximum 32) to the next calendar year.

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- TERMINATION OF EMPLOYMENT** 4.9-7 Employees terminating from Montgomery County will be paid for any remaining unused holiday hours.
- HOLIDAYS DURING LEAVE OF ABSENCE** 4.9-8 An employee who is on an unpaid leave of absence will not be paid for any official holidays occurring during such leave; the appropriate number of hours will be deducted from his/her holiday bank for each day. It is the department's responsibility to notify the Human Resources Department in writing so that adjustments can be made.
- AMOUNT CHARGED** 4.9-9 Employees will receive 8 hours of holiday pay for each official holiday. Any hours over 8 that the employee is scheduled to work but takes off work for the holiday must be coded to the employee's other accrued time.
- MONITORING** 4.9-10 Elected officials and department heads are expected to monitor hours charged to holiday time to ensure that hours carried over from the previous year are used by June 30.