

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 21.1	Page 1 of 1
	<b>SUPERSEDES:</b> November 15, 2017	<b>DATE ISSUED:</b> November 28, 2023
<b>SUBJECT:</b>  Holidays	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors November 28, 2023; to become effective November 28, 2023	

## 21.1 Holidays

The County will observe the same holidays as the Commonwealth of Virginia unless revised by the County Board of Supervisors. Holidays will be regarded as 8 hours per holiday for 40 hour/week employees and 12 hours per holiday for EMT/Firefighter on a 24-hour shift schedule. Holidays will be regarded as 4 hours per holiday for part-time regular employees. Exempt employees, who have been called on to work a designated County Holiday or Administrative closing, or have received previous authorization to do so, shall receive hour-for-hour holiday/administrative leave to be taken during the same calendar year as earned.

Public Safety Personnel who are required to work the holidays will be frontloaded their holidays when they begin employment. This accrual is Holiday Repay. Holiday Repay must be used by the end of the calendar year or it will be forfeited. Police Officers, Communications Officers and Career Fire & EMS personnel who start their employment in the last quarter of the calendar year will be allowed to carry over their Holiday Repay and it shall be taken within the first six (6) months of the following year due to their training requirements. If they do not use the hours carried over within the first six months of the new year, they will lose the unused hours from the previous year.

Holiday Repay is eligible to be paid out upon separation from the County for any holiday that was earned prior to the employee's separation that was not used by the date that their employment ended.

In order to be eligible to be paid for any County holiday, a Full-Time or Part-Time Regular employee must be in a paid status for both the last, full regular working day preceding the holiday and the next, full regular workday immediately following the holiday. This applies both to new employees and employees who are leaving the county.