



Medina County Policy Manual

Policy: Holidays	Section: Time Off	Number: 5.020
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ORC 325.19

- A. Holidays are observed as a 24-hour block of time starting at 11:00 p.m. the date prior to the holiday and ending 11:00 p.m. the date of the holiday.
- B. Full-time employees receive the following paid holidays:

- New Year's Day
- Labor Day
- Martin Luther King Day
- Columbus Day
- President's Day
- Veterans' Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

- C. In order to receive payment for the holiday, the employee must have worked their last fully scheduled workday before the holiday and the first fully scheduled workday after the holiday, unless the employee provides a doctor's excuse of illness upon their return to work.
- D. Employees must be on active pay status the day before and the day after a holiday in order to receive holiday pay. Payment will not be made for holidays which occur during an unpaid leave of absence.
- E. If a holiday falls on Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday.
- F. Full-time employees working on a recognized holiday will be paid at one and one-half (1-1/2) times their regular rate of pay for every hour worked; in addition to receiving eight hours of holiday pay. No more than eight (8) hours of holiday pay will be paid should the employee work more than eight (8) hours on the holiday; however, the additional 'worked' hours will be paid at time-and-a-half.

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- G. Part-time employees are ineligible for holiday pay. Part-time employees working on a recognized holiday will be paid at one and one-half (1-1/2) times their regular rate of pay for every hour worked.
- H. The Board of County Commissioners **MAY** approve the addition of a floating holiday to be used in conjunction with Thanksgiving, Christmas or New Year's Day. This is decided on a year-to-year basis. Employees must schedule their floating holiday through their supervisor/department director.
1. The '*floating holiday*' is to be taken only in conjunction with Thanksgiving, Christmas or New Year's Day. Uses outside of this timeframe will be charged against the employee's vacation.
 2. An unused '*floating holiday*' shall be forfeited.
- I. **NOTE:** JFS employees, both union and non-union, shall work Columbus Day and instead have the day after Thanksgiving as their recognized holiday. (This is not an option to other departments.)