

# *Grant County Fire Protection District 3*

## POLICY AND PROCEDURE

1. NUMBER: 4.7.2
2. SUBJECT: *Holidays*
3. POLICY: The District recognizes the holidays listed below.
4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for enforcing this Policy and Procedure.
6. PROCEDURE:
  - A. Holidays recognized by the District:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	2nd Friday in November
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

One "Floating" Holiday \* Notification of "floating" holiday. A minimum of ten (10) days. Advance notification is required for "floating" holiday request.

    - B. Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.
    - C. Non-exempt regular full-time employees will be paid for the holiday plus 1- 1/2 times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the District Fire Chief.
    - D. Whenever it is necessary for the District Fire Chief to work on a holiday, he or she may take off as compensatory time, one other regularly scheduled workday.
    - E. Except as set forth above, there will be no compensatory time taken.