

Employees will be normally excused from work to attend the funerals of other family members or friends and, upon request, will be permitted to use annual leave for such absences. At the discretion of the department head and upon the approval of the County Administrator, an employee may be granted reasonable time off to attend the funeral of a fellow employee. There will be no loss of time if the time used is less than two (2) hours and is made up during the same workweek.

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. An employee going on military leave shall present a copy of his orders to the appropriate department head not more than three days after receiving them. Employees are entitled to reinstatement upon release from military service as provided in state and federal laws. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Paid Holidays

The County offers the following paid holidays to full-time employees unless otherwise changed by Council action:

- New Year's Day;
- Martin Luther King Jr.'s Birthday;
- President's Day;
- Good Friday;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day and following Friday;
- Christmas Day and either Christmas Eve or the day following Christmas

Generally, when a holiday falls on a Saturday, the County will observe the holiday on the preceding Friday. Generally, when a holiday falls on a Sunday, the County will observe the holiday

on the following Monday. To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed by the County. For purposes of this policy, an approved absence is a day of compensatory time, sick leave or annual leave in that order. If an employee is absent on one or both of these days because of an illness or injury, the County reserves the right to verify the reason for the absence before approving holiday pay. Employees who are in a leave without pay status are not eligible for holiday pay. Due to the nature of services provided by the County, some employees are required to work on official County holidays. Should this be the case, the department head shall grant the regular holiday allowance in addition to the pay for actual hours worked. In the case of emergency response employees, i.e., 24 hours on and 48 off, the holiday hours granted or paid for will be a total of eight (8). Holiday hours are not considered hours worked in the calculation of overtime.

Jury Duty Pay

An employee will be paid for wages lost from scheduled straight-time work due to jury service for up to a maximum of ten (10) workdays per calendar year. In order to qualify for this payment, an employee called for jury service must:

- Provide his supervisor with at least two (2) workdays advance notice of the date on which the employee has been directed to report for jury service;
- Report for work if released by the court before 12:00 noon on any day of jury service; and
- Submit written documentation from the court indicating the days of jury service, time released each day, and the amount received from the court as payment for jury duty.

Employees who have been subpoenaed or ordered to attend court as a witness or to testify in an official capacity on behalf of the County, by the County, the State or Federal government shall be provided with paid leave up to an additional five (5) days. The absence of an employee due to private, personal, or any other litigation will be charged to compensatory time, annual leave or leave without pay at the discretion of the County.