

**HOLIDAY POLICY:**


The following employee classifications shall be eligible for the holiday benefit: Regular Full Time. These employee classifications shall not be eligible for the holiday benefit: Regular Part Time, Seasonal Temporary and Temporary Part Time.

The county holidays shall be determined by the Upshur County Commissioners' Court.

Holiday hours (8 hours per day) will be paid when taken, provided the employee works their regularly scheduled shift the full day before and after such holiday unless extra time off is approved by their immediate supervisor. An employee who calls in sick the day before or after a holiday will not be paid for the holiday.

- If a holiday falls during a scheduled vacation, holiday time will not be paid in addition to vacation time off. (Example; off 5 days including Labor Day, 1 day is paid for holiday and 4 days are drawn from compensatory time or vacation time. Extra time allotted shall reduce leave time, if available, in the following order: compensatory, vacation.)
- If the employee is unable to take a holiday off due to a regular work day, the employee will be paid for the holiday (8 hours) in addition to his work day. If the holiday falls on the employee's regular day off the employee will also be paid for the holiday.
- If the employee is recalled to work during a holiday to perform an essential function when previously not scheduled, the holiday (8 hours) will be paid in addition to the hours actually worked.
- In reference to non-exempt employees, anytime that an employee is absent from work in a way that reduces the number of hours from their regular work period, that time will be accounted for thru approved leave time, compensatory time or vacation time if available.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Upshur County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Compensatory time, vacation time or leave without pay may be used for special leave granted.

FILED  
TERRY ROSS  
COUNTY CLERK  
2018 NOV 15 AM 11:17  
UPSHUR COUNTY, TX.  
BY  DEPUTY