

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>2 – HOLIDAYS</b>	<b>REVISED: 5/22/24</b>

Full-time employees are entitled to paid holidays. Please consult the appropriate collective bargaining agreement or refer to the annual approved holiday memorandum supplied through the County Administrator's Office.

Employees who are employed part-time working on average at least 10 hours or more per week are entitled to holiday pay at proportionate amounts.

If specified in the collective bargaining agreement, a paid holiday falls on a Sunday will be observed on the following Monday, and a paid holiday falls on a Saturday will be observed on the proceeding Friday.

To be paid holiday pay for an un-worked holiday, an employee must be on active pay status and must have received payment for his/her last scheduled day before and first scheduled day after the holiday.

If a paid holiday occurs while an employee is on approved vacation or sick leave, the employee shall not have that holiday charged as sick or vacation time.

If a paid holiday occurs on the normal work day of a part-time employee who works 10 or more hours per week, the employee is entitled to his/her regular part-time pay.

When it is necessary for an employee to work on a paid holiday to maintain operations, the employee will be compensated in accordance with the provisions in the appropriate negotiated agreements.