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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 601  
**EFFECTIVE DATE:** 11/18/08  
**REVISED:** 08/02/11  
05/05/15  
01/02/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAT

**SUBJECT: HOLIDAYS**

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**I. Purpose:**

To designate recognized holidays and legibility for holiday pay.

**II. Policy:**

The established annual leave year is the calendar year, January 1st through December 31st, each year.

**2.1 Recognized Holidays**

Recognized Holidays, in accordance with NRS 236, shall be as follows:

- New Year's Day (January 1st)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Family Day (Friday following Thanksgiving, the Fourth Thursday in November)
- Christmas Day (December 25th)
- Any day that may be appointed by the President of the United States for public fast.
- One floating holiday per calendar year to be pre-approved by the department head or supervisor.
  - a. If a holiday falls on a Saturday, the preceding Friday becomes the observed holiday.
  - b. If a holiday falls on a Sunday, the following Monday becomes the observed holiday.

**2.2 Holiday Compensation**

Each regular full-time non-exempt employee shall receive holiday compensation.

The holiday compensation shall be equivalent to the employee's regularly scheduled shift – 8, 10, or 12 hours. If the employee is scheduled for six twelve hour shifts, and one eight hour shift, the holiday compensation will be twelve hours.

- a. **Holidays worked.** Non-exempt employees required to work their regularly scheduled shift on a recognized holiday shall receive regular rate of pay plus 1.5 the straight-time for the regularly scheduled shift. (Example:  $1 + 1.5 = 2.5$ )
- b. **Holidays worked - overtime.** Non-exempt employees required to work overtime on a recognized holiday shall receive overtime compensation computed at 1.5 of regular rate of pay for the overtime worked. (Example:  $1 + 0.5 = 1.5$ )
- c. **Holidays not worked.** Non-exempt employees who are not required to work on a recognized holiday shall receive holiday compensation equivalent to one regularly scheduled shift. (Example:  $1 + 0 = 1$ )
  - a. Except for employees in the communications series, if a non-exempt employee's regularly scheduled day off falls on a recognized holiday, the employee will be granted one shift off with pay during the workweek of the holiday. The day of that workweek to be taken off is subject to scheduling and upon mutual agreement of the employee and the supervisor.
  - b. If the regularly scheduled day off of a non-exempt communications series employee falls on a recognized holiday, the employee may elect to take one regularly scheduled shift off in the same workweek in lieu of holiday pay, as mutually agreed between the employee and supervisor.
- d. **Compensation for regular part-time employees.** Regular part-time non-exempt employees shall receive holiday compensation based on their regularly scheduled shift.
- e. **Pay status.** In order to receive holiday compensation, an employee must be in pay status immediately before and after the holiday.

### 2.3 Holiday Accrual

Holiday leave shall not be accrued except as may be provided by a collective bargaining agreement.

## III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.