

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Holidays/Personal Days Off**

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**APPROVED BY:**



Board Chair

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### **POLICY:**

#### **Paid Holidays/Personal Days Off**

Full-time employees working a forty (40) hour work week shall be entitled to eight (8) hours of holiday pay for the holidays listed below. Holidays that fall on Saturday are typically observed on the Friday immediately previous to that holiday. Holidays that fall on Sunday are typically observed on the Monday immediately following that holiday.

Full-time employees may work these holidays in exchange for other days off with prior written approval from their supervisor and notification given to payroll.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day-After Thanksgiving Day
- Christmas Day

Full-time employees working a forty (40) hour work week shall be entitled to two eight hour (8) personal days off with pay (floating holidays). A written notice shall be submitted to their supervisor ten (10) calendar days prior to the use of floating holidays.

#### **Unpaid Holidays/Personal Days Off**

Employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the WAC 82-56.

If possible, an employee should submit a written request for the unpaid holiday(s) to the employee's supervisor a minimum of 14 days prior to the requested day. The unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship," pursuant to RCW 1.16.050, Paragraph 3.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.