



Memorandum

DATE: October 10, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners *J. Ricardo Daye*

FROM: J. Ricardo Daye, Director, Human Resources Division

SUBJECT: **Consent Agenda – October 25, 2022**
Revisions to the Orange County Policy Manual

CONTACTS: Reginald Davis, Human Resources Division 407-836-5479

The Human Resources Division continually reviews the Orange County Policy Manual to determine areas needing revision. The most recent review to Policy 307 Holidays proposes changes that will allow the County to be more competitive in its paid time off offerings.

The changes recognize Veteran's Day as an official County holiday and adds an additional Floating Holiday for eligible employees.

ACTION REQUESTED:

Approval of revisions to Orange County Policy 307 Holidays with an effective date of January 1, 2023.

c Byron W. Brooks, AICP, County Administrator
Carla Johnson, Deputy County Administrator

307 Holidays

POLICY:

The Board of County Commissioners designates and observes certain days each year as holidays. Eligible employees on the active payroll are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Floating Holidays (Two)

With management approval, the Floating Holidays may be used at the employee's discretion. An employee must satisfactorily complete the initial six (6) months of employment to be eligible to use a Floating Holiday.

A holiday that occurs on a Saturday or Sunday will be observed the preceding Friday or following Monday.

Holiday pay is paid at the employee's regular rate of pay for the number of hours normally scheduled on the workday. Regular, non-exempt employees working on a designated holiday will also receive pay for hours actually worked at a rate of one and one-half (1 1/2) times the regular hourly rate of pay.

If a holiday is observed on a day that is a regularly scheduled workday the employee may receive an alternate day off within the same workweek as a substitute holiday at management's discretion.

Temporary, non-exempt employees authorized to work on an observed County holiday will receive pay for hours worked at a rate of one and one-half (1 1/2) times their regular hourly rate of pay.

Employees on Sick (Old), Personal, or Term Leave when officially designated holidays occur do not have the day of the holiday charged against accrued leave.

Holiday pay will not be included as hours worked in calculating the hours needed for overtime.