

## HOLIDAY COMPENSATION FOR ALL NORTHAMPTON COUNTY EMPLOYEES

Reviewed :

Adopted:

**Purpose:** The purpose of this policy is to set uniform holiday compensation.

**Scope:** This policy applies to all Northampton County full-time employees.

**Discussion:** The Virginia Code 2.2-3300 sets forth the following holidays:

- New Year's Day
- Lee-Jackson Day
- Martin Luther King Jr. Day
- George Washington Day (Presidents' Day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

All employees will be paid 8 hours for the holidays listed above. Employees who work on one of the above holidays will be additionally compensated with regular pay for the hours worked. Should the employee work in excess of 8 hours on a holiday, they will receive holiday compensation time equal to the hours worked over 8 hours. Any additional holidays authorized by the Commonwealth of Virginia shall be compensated in the same manner as described above.

Starting July 1, 2016, new compensation time accruals will be tracked separately. The accrual period will be from July 1 to June 30. These accruals will expire annually on June 30 beginning on June 30, 2017.

Credit to the existing holiday compensation time balances will no longer take place. The balances for this compensation time will expire on June 30, 2018.

This policy supersedes all other policies related to holiday compensation.