


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 3.03</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: HOLIDAY LEAVE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Holiday Leave</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the policy and procedures on leave of absence with pay for established holidays for employees of the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to allow employee's paid holiday leave for official county holidays. Employee's should also refer to the Rabun County Employee Handbook for information on Holiday Leave.

I. HOLIDAYS

The following nine (9) days are designated as official holidays for employees in the County personnel system:

- A. New Year's Day;
- B. Good Friday;
- C. Memorial Day;

- D. Independence Day;
- E. Labor Day;
- F. Thanksgiving Day;
- G. Friday following Thanksgiving;
- H. Christmas Eve; and
- I. Christmas Day.

II. ELIGIBILITY

- A. In order to qualify for holiday pay, employees are required to work the day before or the day after a holiday unless the employee is off on approved vacation or sick leave.
- B. Holidays that occur during approved vacation or sick leave shall not be charged against vacation or sick leave.
- C. Holidays occurring while the employee is on medical leave, workers compensation or personal leave of more than 30 calendar days are not paid as holidays.
- D. A full-time employee who is required to work or called in to work shall receive payment for the eight (8) hours of holiday pay, plus the regular rate of pay for hours actually worked.
- E. Holiday hours are not considered time worked for overtime purposes.
- F. Part-time and temporary employees are not eligible for paid holidays.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County