

To schedule planned PTO, employees should request advance approval, using provided leave request forms, from their supervisors at least two weeks in advance. Requests will be reviewed based on several factors, including business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence for the number of hours absent. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

An employee terminated for cause or who does not work out his/her notices will not be paid any accrued vacation.

Holidays

Eligibility

All regular full-time and regular part-time employees are eligible for paid holidays as established annually by the Board of Commissioners.

Temporary employees are not eligible.

Holiday Schedule

The official holiday schedule is adopted annually by Board resolution.

The County recognizes the following holidays and will post the holiday schedule each year for your reference. You will be paid for a regular 8-hour day as holiday pay.

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

Normally the office will be closed during the recognized holidays. However, it may be necessary for an employee to work. If that is the case, you will be paid for any hours worked and a make-up holiday day will be provided as soon as working conditions allow. Holidays that fall on a weekend may be observed either the Friday before or the Monday after the actual date of the holiday. An annual calendar will be provided showing the exact holidays and their dates for observation.

Holiday Work