



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Holidays

Policy Number: 2207

Effective: December 16, 2018

Supersedes: *Human Resources Policy Manual, Attendance & Holidays Policy, Holidays Subsection; Feb 1, 2017; p17-18.*
Human Resources Policy, Attendance & Holidays Policy, Compensation for Hours Worked in Addition to the Regular Work Schedule, Part 2-iv-a, Feb 1, 2017; p20.
Human Resources Policy, Attendance & Holidays Policy, Alternative Work Schedules Section, Holiday Pay with Alternative Work Schedule Second Subsection, Feb 1, 2017; p24-25.

Last Reviewed/Updated: October 9, 2018

Scope/Coverage: All [County Offices](#) and [Employees](#)

Policy Contact: Human Resources

I. Observance of Holidays

The County offices shall be closed to observe the following 10 [holidays](#): New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, and Christmas Day.

II. Holiday Pay

- A. All [regular status full time employees](#) shall be allowed 8 hours time off with pay for all holidays under the following terms and subject to the direction of the appointing authority.
1. Employees working in closed County offices should take the day off with pay unless there is a legitimate business purpose.
 2. All regular status employees required to work on an [observed holiday](#) may use their holiday hours on an alternative day agreed to by the employee's supervisor in the same pay period that the holiday occurred.
 3. A regular status employee required to work the observed holiday but is unable to use holiday hours in the same pay period shall be paid 8 hours of compensation in addition to their regular pay for the actual hours worked.
 4. If an observed holiday falls on an employee's normal day off, then the employee shall take an additional day off or receive holiday pay.
- B. Part-time employees scheduled to work at least 20 hours each week shall be allowed holiday time off at a pro-rated amount based on scheduled hours.
- C. Employees must be in a paid status the day before and after an observed Holiday to receive Holiday pay.