

**LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS**

NUMBER: 46

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**TITLE: PAID HOLIDAYS FOR NON-
BARGAINING UNIT EMPLOYEES**

**PERSONNEL X
ADMINISTRATIVE**

**RESOLUTION
NO: 21-558**

**EFFECTIVE
DATE: June 29, 2021**

**TYPE:
POLICY X
PROCEDURE**

**SUPERSEDES:
POLICY #
PROCEDURE #**

I. SCOPE

This policy applies to all non-bargaining unit employees under the appointing authority of the Board of Lucas County Commissioners. Paid holidays for bargaining unit employees are addressed in the appropriate collective bargaining agreement.

II. PURPOSE

This Policy defines the paid holidays provided to non-bargaining unit employees, as permitted by Section 325.19 of the Ohio Revised Code.

III. POLICY

Full-time employees are entitled to paid holiday leave for holidays designated by this Policy.

Part-time employees are entitled to a pro-rated amount of paid holiday leave for holidays designated by this Policy if they are normally scheduled to work on the holiday in question.

The paid holidays are designated as the following:

<u>Calendar Day</u>	<u>Holiday</u>	<u>Full-Time Pay</u>
The first day of January	New Year's Day	8 hours
The third Monday in January	Martin Luther King Jr. Day	8 hours
The third Monday in February	Presidents Day	8 hours
The last Monday in May	Memorial Day	8 hours
The nineteenth day in June (<i>beginning 2022</i>)	Juneteenth	8 hours
The fourth day in July	Independence Day	8 hours
The first Monday in September	Labor Day	8 hours
The second Monday in October	Columbus Day	8 hours
The eleventh day of November	Veterans Day	8 hours
The fourth Thursday in November	Thanksgiving Day	8 hours
The Friday following Thanksgiving	Day after Thanksgiving	8 hours
The twenty-fourth day of December	Christmas Eve	8 hours
The twenty-fifth day of December	Christmas Day	8 hours
The thirty-first day of December	New Year's Eve	4 hours (half-day)

For 2021 only, employees will be granted a full-day (8 hours) "floating" holiday, which must be used in that calendar year as a full-day, and with prior scheduling through management.

In the event that any of these holidays fall on a Saturday, then the holiday shall be observed on the immediately preceding Friday; In the event that any of these holidays fall on a Sunday, then the holiday shall be observed on the immediately succeeding Monday.

On New Year's Eve, which is a half-day holiday, department directors will determine if all employees are to work the first 4 hours of the morning (for example, from 8:30 AM to 12:30 PM) with the department then closing for the day, or if the department will be open the full day as normal, with employees splitting shifts (for example, some working from 8:30 AM to 12:30 PM and others working from 12:30 PM to 4:30 PM), based on work necessity & operational needs.

If an employee's work schedule is other than Monday through Friday, and a holiday falls on what would be an employee's regular day off, the employee shall celebrate the holiday with pay on his or her next scheduled work day.

Every effort should be made to ensure that an employee is not required to work on a designated holiday; however, in extreme cases where an employee is required to work on a holiday, they shall receive holiday pay as well as the appropriate pay for all hours actually worked on the holiday (overtime compensable if applicable).



Signature of County Administrator

07/12/2021

Date

Date: June 29, 2021

Resolution No. 21-558

Title: Approval of Paid Holidays for Non-Bargaining Unit Employees Policy (Policy #46) of the Board of Lucas County Commissioners

Department/Agency: Human Resources

Contact: Brian Cunningham

Summary/Background: Per statute, paid holidays for bargaining unit employees are negotiated into collective bargaining agreements. For non-bargaining unit employees under the appointing authority of the Board of County Commissioners, Ohio Revised Code 325.19 provides a schedule of statutory paid holidays. ORC 325.19 also allows a county appointing authority to make certain modifications to this schedule. This policy incorporates applicable statute as found in 325.19 as well as previous Board resolutions over the years which amplified statute, and adds Juneteenth as a paid holiday beginning in 2022, to create one source for all of this information.

Budget Impact:

Statutory Authority/ORC: ORC 325.19

Commissioner Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The “Paid Holidays for Non-Bargaining Unit Employees” policy is hereby approved as found in the attached policy.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Gerken voted yes
Commissioner Byers voted yes
Commissioner Skeldon Wozniak voted yes



Jody L. Balogh, Clerk