

# Board of Lucas County Commissioners



**TITLE:** Paid Holidays for Non-Bargaining Unit Employees

**POLICY NUMBER:** 46b

**RESOLUTION NUMBER:** 2024-915

**SUPERSEDES POLICY:** 46a

**EFFECTIVE DATE:** December 3, 2024

**PAGE:** 1 of 2

## I. SCOPE

This policy applies to all employees under the appointing authority and jurisdiction of the Board of Lucas County Commissioners, subject, where applicable, to collective bargaining agreements.

## 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:

<b><u>Calendar Day</u></b>	<b><u>Holiday</u></b>	<b><u>Full-Time Pay</u></b>
The first day of January	New Year's Day	8 Hours
The third Monday of January	Martin Luther King Jr. Day	8 Hours
The third Monday in February	President's Day	8 Hours
Last Friday before Easter	Good Friday	8 Hours
Last Monday in May	Memorial Day	8 Hours
Nineteenth day of June	Juneteenth	8 Hours
Fourth day in July	Independence Day	8 Hours
First Monday in September	Labor Day	8 Hours
Second Monday in October	Columbus Day	8 Hours
First Tuesday in November	Election Day	4 Hours
Eleventh day in November	Veteran's Day	8 Hours
Fourth Thursday in November	Thanksgiving Day	8 Hours
Friday following Thanksgiving	Day after Thanksgiving Day	8 Hours
Twenty-fourth day of December	Christmas Eve	8 Hours
Twenty-Fifth day of December	Christmas Day	8 Hours
Last day of December	New Year's Eve	8 Hours

and any day appointed and recommended by the Governor of this State or the President of the United States and concurred to by the Board of County Commissioners.

---

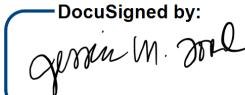
If any of these holidays fall on a Saturday, then the holiday shall be observed on the immediately preceding Friday. If any of these holidays fall on a Sunday, then the holiday shall be observed on the immediately succeeding Monday.

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 their next scheduled workday.

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 worked on the holiday (overtime compensable if applicable).

For further information and guidance please refer to:

- [Ohio Revised Code, Section 325.19](#)

DocuSigned by:  
  
Anna M. Miller  
2F77A391F39040F  
Signature of County Administrator

12/12/2024  
Date

Revision History: Policy # 46a, Resolution 2022-1098, Passed December 6, 2022