

Part-Time and Temporary Employees. Part-time employees shall earn holiday pay on a pro rata basis determined by multiplying their FTE times the full-time benefit. Temporary employees are generally not eligible for holiday pay.

Floating Holidays. Exempt employees are entitled to take five (5) floating holidays and non-exempt employees are entitled to take three (3) floating holidays per calendar year. Floating holidays may be taken on a day chosen by the employee provided: (1) the floating holidays will be taken at a time approved by the District and at a time that will not impair the efficiency of the Health District; and (2) the non-exempt employee has been employed for at least two months full-time or the equivalent. Part-time employees working less than .50 FTE shall be eligible to use earned floating holiday after four months. Part-time employees are entitled to floating holidays on a pro rata basis according to the proportion of a full-time work schedule they regularly are assigned to work.

Non-exempt employees beginning work before April 1 will be entitled to Three (3) floating holidays during that calendar year. Non-exempt employees beginning work after March 31 but before October 1 will be entitled to one and a half (1 ½) floating holiday during that calendar year. Non-exempt employees beginning work on or after October 1 will not be eligible for a floating holiday during that calendar year. Exempt employees hired between January 1 and June 30 will be entitled to five (5) floating holidays in that calendar year. Exempt employees hired between July 1 and November 30 will be entitled to three (3) floating holidays in that calendar year. Exempt employees hired after November 30 will not be entitled to floating holidays in that calendar year.

Floating holidays may be taken after notice of termination has been given, provided they are approved by, and do not impair the efficiency of, the Health District.

Floating holidays lapse at the end of the calendar year if unused and are non-compensable upon termination.

5.21 BEREAVEMENT LEAVE

Upon notification, full-time employees shall be granted bereavement leave with pay up to six (6) months following a death in the family. The maximum number of working days of leave shall be five, except that when the death occurs at a distance beyond 500 miles, additional time not exceeding three (3) working days may be granted. Part-time employees are entitled to bereavement leave on a pro rata basis according to the proportion of a full-time work schedule they are regularly scheduled to work.

For the purpose of bereavement leave, the employee's family shall include the employee's spouse or domestic partner, and any of the following relatives of the employee, spouse or domestic partner: child, foster child, parent, stepparent, brother, sister, grandchild, grandparent, or other relative residing in the employee's household.

When requesting bereavement leave, employees should inform their immediate supervisor as to who died and the date of death. Proof of death and/or relationship may be required by your supervisor or Human Resources.