



Jackson Parish Police Jury

Holiday Leave Policy

Adopted by the Jackson Parish Police Jury effective May 13, 2019

PURPOSE: Policy to establish the calculation of hours and pay for Police Jury declared holidays.

SCOPE: This policy applies to all regular, full-time employees of the Jackson Parish Police Jury (Police Jury). Temporary, part-time, and probationary employees are not eligible for paid holidays.

POLICY STATEMENT: The Police Jury provides a benefit to all full-time employees for paid time off to recognize major holidays. The list of paid Holidays is set by the Police Jury annually. The Secretary-Treasurer presents a list of the current year holidays at the January meeting of each year for Police Jury adoption. This list can vary each year based on calendar dates and other considerations.

PROCEDURES

- A. Holiday Compensation
 - a. For regular, full-time employees, a holiday is a period of eight (8) hour, paid at the employee's regular rate of pay.
- B. Scheduling of Holidays
 - a. Holidays that fall on a Saturday will usually be observed on the preceding Friday and those that fall on a Sunday will usually be observed on the following Monday. These will be reviewed annually by the Secretary-Treasurer and presented to the Police Jury for adoption.
 - b. Special Provisions for adjacent holidays (Thanksgiving Day/Thanksgiving Friday or Christmas Eve/Christmas Day) – special considerations will be reviewed when two holidays are observed back-to-back over the course of a weekend.
- C. Employees required to work on an official Police Jury holiday
 - a. Non-exempt employee who work on a Police Jury holiday will be compensated at 1 ½ times their rate for the hours worked on that day *in addition to* receiving the eight (8) hours of holiday pay.
- D. Ineligibility for Holiday Pay
 - a. Employees on unpaid leave are not eligible for holiday pay.
 - b. Employees who are absent without authorized leave on the day preceding and/or following a holiday may not receive the compensation for the holiday. A Department Superintendent may request a bona fide doctor's excuse from an employee immediately returning to work for any sick leave utilized.
 - c. Temporary, part-time, and/or seasonal employees do not qualify for holiday pay.
 - d. An employee on Worker's Compensation leave will not receive holiday pay.



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E. Holiday occurring during excused leave

- a. A holiday that falls while an employee is on excused vacation or sick leave will be paid as a holiday in lieu of the leave they would have received at the time of the holiday.

F. Calculation of hours

- a. Employees will be credited with eight (8) hours of holiday time for a paid holiday
- b. These hours will not be paid at an overtime rate, but they will count towards the weekly overtime calculation for the employee's total worked hours.
 - i. Example: If Monday is a holiday and the employee works the remaining four days of the week, they will have a total of forty paid hours. If that same employee is called in for emergency work or works over their shift any day during the pay period, their holiday hours will not count against their worked time and they will still be paid the appropriate overtime for the worked hours in excess of their total 40 hours.