



County Technical Assistance Service

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Sample Policy - Holidays

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Sample Policy - Holidays

Reference Number: CTAS-1117

Sample Holiday Policy:

1. Holidays - On the following legal holidays, county offices will be closed and employees will be excused from work without charge to leave:

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|-------------------------------------|---------------------------------|
| <i>New Year's Day</i> | <i>January 1st</i> |
| <i>Martin Luther King, Jr. Day-</i> | <i>3rd Monday in January</i> |
| <i>Presidents' Day</i> | <i>3rd Monday in February</i> |
| <i>Good Friday</i> | <i>Friday before Easter</i> |
| <i>Memorial Day</i> | <i>Last Monday in May</i> |
| <i>Independence Day</i> | <i>July 4th</i> |
| <i>Labor Day</i> | <i>1st Monday in Sept.</i> |
| <i>Thanksgiving Day</i> | <i>4th Thursday in November</i> |
| <i>Christmas Day</i> | <i>December 25th</i> |

When a holiday falls on Saturday, the Friday prior to the holiday is substituted. When a holiday falls on Sunday, the Monday following the holiday is substituted.

2. Election days - County offices will be closed and employees excused from work without charge to leave on all days established by law for holding county, state or national elections throughout the state.

3. Special Pay Provisions - Every effort will be made to allow all employees off on each designated holiday and Election Day. If it is necessary for an employee to work on any of these days, the employee will be compensated at the employee's regular rate of pay, and the employee will receive one and one-half hours of vacation time for each hour actually worked during the holiday.

Source URL: <http://ctas-eli.ctas.tennessee.edu/reference/sample-policy-holidays>

