

## RESOLUTION 2016-14

### AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR KENT COUNTY, MARYLAND

The Board of County Commissioners of Kent County hereby resolve to amend Part V (Salaries and Benefits), Article III (Holidays), Section PM72-18 (Usage) of the *Personnel Policies and Procedures Manual for Kent County* (adopted February 10, 2009) for the purpose of clarifying and revising the County's policies and procedures concerning holidays.

For the aforesaid purposes, the Board of County Commissioners for Kent County hereby amends the existing Part V, Article III, Section PM 72-18 (Usage) of the *Personnel Policies and Procedures Manual for Kent County*, as follows:

#### ARTICLE III Holidays

##### Section PM72-18. Usage.

Regular full-time employees are eligible for holiday time off with pay at a rate of 8 hours per holiday. Regular part time employees are eligible for holiday time off with pay at the percentage of budgeted hours compared to full time hours, not to exceed 8 hours. Holiday pay will be calculated at the employee's straight-time pay rate as of that holiday, multiplied by the number of holiday hours.

If a recognized holiday falls on a Saturday, Kent County will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Kent County will observe it on the Monday after the holiday.

Employees will be paid for holidays on the day the holiday occurs except for public safety employees. Public safety employees will be paid 104 holiday hours in equal increments throughout the year. Any hours over 104 can be used at the employee's discretion, with approval from the department head. If an employee works on New Year's Day, Good Friday, Thanksgiving, or Christmas Day, he/she will receive one and a half times his/her regular rate multiplied by the number of hours worked.

If an employee's employment terminates, he/she will be paid for any unused holiday hours that have accrued.

ATTEST:

THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND

  
Sondra M. Blackiston, Clerk

  
William W. Pickrum, President

  
Ronald H. Fithian, Member

\_\_\_\_\_  
William A. Short, Member

ADOPTED: October 25, 2016  
EFFECTIVE: October 25, 2016