

COUNTY ORDINANCE NO. 19-19

A BILL ENTITLED

AN ACT CONCERNING Holiday Leave for County Employees;

FOR THE PURPOSE of revising the provisions regarding holiday leave for Queen Anne's County employees; correcting a typographical error; providing the Office of the Sheriff the option of providing a holiday leave accrual bank; providing for proration of holiday leave for new full-time employees; providing for coordination and approval of holiday leave; providing for no carry-over of holiday leave; providing for loss of holiday leave upon termination of employment; and generally revising and updating the provision on holiday leave for County employees;

BY AMENDING Section 27-89 of the Code of Public Local Laws of Queen Anne's County, Maryland.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Section 27-89 of the Code of Public Local Laws be and is hereby AMENDED to read as follows:

§27-89 Paid holidays observed.

A. All full-time employees shall receive a maximum of eight hours of regular pay and may not be required to report for duty on those days designated as holidays. The County Administrator retains the right to adjust the holiday schedule prior to the start of each calendar year based on the needs of the County and the employees, provided the number of holidays remains consistent with the number of holidays designated as follows:

- (1) New Year's Day;
- (2) Dr. Martin Luther King, Jr. birthday;
- (3) Presidents' Day;
- (4) Good Friday;

- (5) Memorial Day;
- (6) Independence Day;
- (7) Labor Day;
- (8) Columbus Day;
- (9) Election Day (in years other than 2016 in which a general election is held);
- (10) Veterans Day;
- (11) Thanksgiving Day;
- (12) Day after Thanksgiving; and
- (13) Christmas Day.

B. Saturday or Sunday holidays. Any holiday that falls on Saturday or Sunday shall be observed on the preceding Friday or the following Monday, as determined by the County Administrator.

(1) If Christmas Day falls on a Saturday or Sunday, employees required to work on that day will receive pay in accordance with § 27-89D.

C. If a designated holiday falls on an employee's regularly scheduled day off, the employee shall receive, in lieu of holiday pay, eight hours of holiday leave to be scheduled at the discretion of the appointing authority.

D. Payment of employees required to work on a County designated holiday.

(1) Eligible employees who work all or any part of a designated holiday shall receive at his or her option, in addition to eight hours of holiday pay, either:

(a) Pay at the rate of time-and-one-half the employee's normal rate of pay for every hour actually worked on the designated holiday; or

(b) Compensatory leave computed at time-and-one-half hours for

every hour actually worked on the designated holiday.

[1] Accrued compensatory leave must be taken in accordance with § 27-31D(4) (b) [3].

(2) Department of Emergency Services, Detention Center, Office of the Sheriff, Department of Public Works, Division of Information Technology and employees of other departments/divisions as approved by the County Administrator shall receive, at the discretion of their appointing authority, based on departmental business needs, either:

(a) An equivalent amount of holiday leave which will be observed in accordance with work schedules established by their respective departments; or

(b) Options offered to all other eligible County employees, as stated in § 27-89D(1).

(c) The Office of the Sheriff in selecting option 2(a), is granted the additional option of a holiday leave accrual bank providing for the equivalent hours of holiday leave for full-time employees in January of each year (96 hours or 104 hours respectively). Holiday leave usage shall be coordinated and approved with an employee's supervisor and shall be used in segments of not less than one hour. New full-time employees shall accrue holiday leave in an amount which is prorated on the basis of their date of employment.

E. Holiday leave shall not be carried over from one calendar year to the next. An employee shall not be paid for unused holiday leave in the event of termination of employment.

## SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46<sup>th</sup>) day following its adoption.

INTRODUCED BY: Commissioner J. Wilson

DATE: November 26, 2019

**PUBLIC HEARING HELD: December 10, 2019 @ 6:05 pm**

**VOTE:        Yea        Nay**

**DATE OF ADOPTION:**

**EFFECTIVE DATE:**