

**COUNTY ORDINANCE NO. 15-12**

**A BILL ENTITLED**

**AN ACT CONCERNING Paid Holidays and Civil Leave for Employees of Queen Anne's County, Maryland;**

**FOR THE PURPOSE of providing the County Administrator of Queen Anne's County with the ability to adjust the holiday schedule for Queen Anne's County employees; providing that employees of certain County Departments who work on holidays receive either an equivalent amount of holiday leave or other compensation; revising the provisions on Civil Leave for County employees; and generally dealing with and revising the provisions on paid holidays and Civil Leave for Queen Anne's County employees.**

**BY AMENDING Section 27-89 and Section 27-91 F. 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 ~~the following~~ 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 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 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, and 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).**

## **SECTION II**

**BE IT FURTHER ENACTED that Section 27-91 F. of the Code of Public Local Laws be and is hereby AMENDED to read as follows:**

### **F. Civil Leave.**

**(1) Receipt of subpoena or summons to testify. Any employee who receives a summons to jury duty or a County-related subpoena from a State or Federal court to appear as a witness shall be entitled to leave with pay for such duty in addition to any fees received for such jury duty.**

**(2) Employee-initiated litigation. Any employee who initiates court action, volunteers to appear as a witness or is a defendant in a noncounty-related case will be excused from work for necessary court appearances. The employee shall not be entitled to civil leave for such time; however, leave, without pay, personal leave or vacation leave may be granted for this purpose.**

## **SECTION III**

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

**INTRODUCED BY: Commissioner Moran**

**DATE: November 24, 2015**

**PUBLIC HEARING HELD: December 22, 2015 @ 6:35 pm**

**VOTE: 4 Yea 0 Nay**

**DATE OF ADOPTION: January 12, 2016**

**EFFECTIVE DATE: February 27, 2016**