
Holiday Compensation

332.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines regarding holiday pay. This policy applies to all employees.

332.1.1 DEFINITION

Definition related to this policy includes:

Holiday - Any day county offices are not open for business, in accordance with county ordinance, other than Saturday or Sunday.

332.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance No. 440;
- Memorandums of Understanding (MOU);
- Management Resolution.

332.3 POLICY

Employees accrue and use paid holidays according to Riverside County Ordinance No. 440 and the applicable MOU or Management Resolution.

332.4 PROCEDURE

- (a) Holiday time will be recorded on the timesheet according to established timesheet procedures as time is accrued and/or used.
- (b) Holiday time earned is eight hours.
- (c) Refer to appropriate MOU/Management Resolution and Ordinance 440 for accrual and use of paid holidays. MOUs, the Management Resolution, and Ordinance 440 are available on the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Relations/MOUs-Resolutions-and-Ordinances>

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Attachments: None