



Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Extra Holiday for
December 26, 2003

FROM: Director of Human Resources

DATE: November 18, 2003

At today's Pre-Board meeting, the County Manager announced, with the Board's concurrence, that General Government employees will receive an extra paid holiday for Friday, December 26, 2003. All permanent employees (full-time and part-time) will receive this extra leave. This holiday has been granted as a day of appreciation for all that County employees have done throughout this calendar year—not the least of which was their overwhelming efforts before, during, and after Hurricane Isabel. Please note that this holiday is for calendar year 2003 only and will not be added to the 12 ½ paid holidays that our employees currently receive.

Below is a summary of how employees will receive this holiday leave:

- Permanent full-time employees who accrue their holidays in with their annual leave will have additional leave added to their annual leave balance at the end of Payperiod B12 as follows:

Regular 80-hour employees – 8 hours	112-hour employees – 11.20 hours
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The annual leave balance shown on the December 5th pay stub will reflect these additional hours.

- Other full-time permanent employees will receive December 26th as an 8-hour paid holiday.
- Permanent part-time employees will receive prorated time off based on their standard biweekly hours:

<u>40-59 hrs</u>	<u>60-79 hrs</u>	<u>80 hrs</u>
4	6	8

For purposes of MAPS time reporting, this extra holiday will be treated the same as any other holiday when County offices are closed. Please refer to Section 7.3 of *Personnel Rules & Regulations*.

Any previously submitted leave requests to take leave on December 26th are to be cancelled unless the employee requesting the leave is one who accrues holiday leave with their annual leave. Each employee should note on his or her timesheet whether he/she worked on December 26, 2003 or whether he/she was off for that day.

Please pass along this good news to your employees as well as to all supervisors so they will understand how this change may impact them and their employees. The December 5th issue of the *Personnel Update* will also contain information about this year's extra paid holiday.

Should you have any questions, please contact Jane Klosky (4627) or Kathy Roach (4271).

Sincerely,

George H. Cauble, Jr., SPHR

