



1. Policy Purpose: To designate recognized holidays and eligibility for holiday pay. The established annual year is the calendar year, January 1st through December 31st, each year.

Policy Coverage: This Policy is applicable to all non-represented, full-time (non-exempt and exempt) and part-time employees of the East Fork Fire Protection District.

Adopted Date: 06/18/2019

Revised Date: N/A

Policy #: 606.1

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining. For detailed information, please refer to your Collective Bargaining Agreement. ***

2. Policy:

A. Recognized Holidays

1. In accordance with NRS 236.015, the following days have been declared to be legal holidays to be observed by all State, County and City Governments and the District.
 - New Year's Day (January 1st)
 - Martin Luther King Day (Third Monday in January)
 - President's Day (Third Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4th)
 - Labor Day (First Monday in September)
 - Nevada Day (Last Friday in October)
 - Veteran's Day (November 11th)
 - Thanksgiving Day (Fourth Thursday in November)
 - Family Day (Friday following Thanksgiving, the Fourth Friday in November)
 - Christmas Day (December 25th)

- Any day that may be appointed by the President of the United States for public fast, thanksgiving or as a legal holiday except for any Presidential appointment of the fourth Monday in October as Veterans Day.
2. District offices will be closed on the legal holidays enumerated in subsection 1 unless in the case of appointed holidays all or a part thereof are specifically exempted.
 3. If January 1, July 4, November 11 or December 25 falls upon a:
 - a. Saturday, the preceding Friday becomes the observed holiday.
 - b. Sunday, the following Monday becomes the observed holiday.

B. Holiday Compensation for 40-hour employees

1. Each non-represented employee shall receive holiday compensation. The holiday compensation shall be calculated using the employee's Base Hourly Wage.
 - a. Holidays worked: Non-exempt/Non-salaried employees working 40-hour work weeks will receive one and one-half (1.5) times their Base Hourly Wage or compensatory time at one and one-half (1.5) times their Base Hourly Wage if scheduled or required to work a holiday designated by the United States, the State of Nevada or the District.
 - b. Holidays not worked: Employees working 40-hour work weeks who are *not* required to work on a recognized holiday shall receive holiday compensation equal to their Base Hourly Wage for one regularly scheduled shift.
 - d. Compensation for regular part-time employees: Regular part-time non-exempt employees shall receive holiday compensation equal to their Base Hourly Wage for one regularly scheduled shift.
 - e. Pay status: In order to receive holiday compensation, an employee must be in pay status immediately before and after the holiday.

C. Holiday Accrual

Holiday leave shall not be accrued.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his or her designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.