

Iowa County, Iowa  
Policy Manual

Title: Holidays	Reference #: HR015
Subject: Human Resources	Date Effective/Revised: 11/21/2022
Department (s): All	Approved By: Board of Supervisors

**Paid Iowa County Holidays**

New Years Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Floating Holiday	Day After Thanksgiving
Juneteenth	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

The date of the floating holiday will be established by the Department Heads and posted on the bulletin board on or before December 15<sup>th</sup> of each year.

When a designated holiday falls on Saturday, the preceding Friday shall be celebrated as the holiday. When a holiday falls on Sunday, the following Monday will be celebrated as the holiday.

For regular full-time employees, the pay for a holiday will be compensation at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight.

Employees who work on one of the recognized paid holidays shall receive holiday pay plus time and one half their straight time hourly rate or compensatory time for hours worked on the holiday. Exempt employees are not eligible for time and one half payments.

If a department normally works on any of the above scheduled holidays, the Department Head may convert those scheduled holidays to discretionary holidays to be used when the employee chooses. This will occur in lieu of receiving holiday pay. Discretionary holidays may not be used until after they have been earned and may not be carried over past the end of the calendar year in which they are earned.