

507 – HOLIDAYS

**Section 507.01
County Holidays**

Each year Fort Bend County Commissioners Court approves the schedule of holidays that the County will observe for the following year. The schedule is prepared and submitted by the Human Resources Department.

Most Fort Bend County offices and courts are closed in observance of recognized holidays with the exception of certain departments and offices that provide emergency and/or law enforcement services. These offices include but may not be limited to Juvenile Detention, the Sheriff's Office, Constables' Offices, and EMS

**Section 507.02
Eligibility**

This holiday policy applies to all full-time employees, with the exception of certain employees in the Emergency Medical Services Department who are subject to Policy 508: Paid Leave for Employees of EMS. Part-time and temporary employees are not eligible for holiday pay.

In order to receive holiday pay, a full-time non-exempt employee must work, or have approved time off with pay, their last scheduled workday before a holiday, and first scheduled workday after a holiday.

**Section 507.03
Holiday Pay**

All eligible Fort Bend County employees will receive eight (8) hours of holiday pay at their regular hourly rate of pay for each holiday observed by the County. Some Fort Bend County offices utilize flexible or alternative schedules rather than the traditional 8-hour day, 5-day week. Regardless of an employee's typical work schedule, holiday pay will be equal to 8 hours per holiday.

Note: for purposes of computing overtime, holidays are not considered actual hours worked, and therefore will not count towards the calculation of overtime or compensatory time.

**Section 507.04
Alternate Days
Observed**

If a holiday falls on a Saturday, Fort Bend County typically observes the holiday on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday will typically be observed on the Monday following the holiday.

**Section 507.05
Working a Holiday**

If a holiday falls on an employee's regularly scheduled day off, the employee will receive eight (8) hours of holiday pay for the holiday provided they meet the conditions as specified in Sections 507.02 and 507.03 above. If an employee is required to work on a holiday, the employee will receive eight (8) hours of holiday pay in addition to their regular pay for time worked.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court Date:
July 20, 1993
Revised: February 10, 2004
Revised: October 23, 2007
Revised: November 17, 2009
Revised: June 23, 2015
Revised: February 2, 2015