Board of County Commissioners
Leon County, Florida
Policy No. 03-

Title:	Holidays
Date Adopted:	October 14, 2003
Effective Date:	January 1, 2004
Reference:	n/a
Policy Superseded:	Policy No. 02-10, "Holidays," adopted October 8, 2002

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy 02-10, "Holidays," adopted October 8, 2002, is hereby superseded and amended as follows:

This policy establishes a permanent Holiday Schedule for all employees under the Board of County Commissioners. Beginning January 1, 2004 and until such time the Holiday Policy is amended, the County shall observe the following holidays:

New Year's Day*
Birthday of Martin Luther King, Jr. (third Monday in January)
~~Good Friday~~
Memorial Day (last Monday in May)
Independence Day
Labor Day, (first Monday in September)
~~Yom Kippur~~
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day*

If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday. When these holidays fall on Sunday, the following Monday shall be observed as a holiday. (*If the New Years or Christmas Holiday falls on a Thursday, the following Friday shall be observed as a holiday. If the New Years or Christmas Holiday falls on a Tuesday, the preceding Monday shall be observed as a holiday). ~~Each year, prior to publication, the Chairman and Constitutional Officers reserve the right to review the holiday schedule and coordinate it for local government, as necessary.~~ The Holiday Schedule will remain constant each year unless a formal request for change is made by the Board, Constitutional Officers or County Administration.

Board employees will continue to accrue one Swing Day annually.

The Holiday Schedule for each year will be distributed by the Office of Human Resources to all Board employees and Constitutional Officers by November 1st of the preceding year.