

LEON COUNTY E.M.S.
Standard Operating Guideline

Title: Holidays
Effective: June 1, 2005
Reviewed: March 2005, June 2008, December 2012
Revision: 3
Pages: 1

I. PURPOSE:

To provide guidelines for holiday pay for EMS field employees.

II. GUIDELINE:

- Holidays will be observed on the day the holiday occurs, not necessarily the day observed by the County offices. The holidays will be determined by the Board of County Commissioners.
- Paramedics, EMTs, controllers, dispatchers, or supply technicians scheduled to work on the designated holiday shall be paid double time for working on the holiday for all hours worked on the holiday. The holiday starts at 1200 am - midnight and ends at 1159 pm. All hours worked on the holiday must be documented on the time sheet. Any hours worked over 40 during the work week are eligible for overtime pay at time and one-half.
- If a full-time employee is not scheduled to work, he/she will receive 8 hours of comp time for the holiday.
- Holidays are considered “special days” for scheduling purposes in the TeleStaff system and requests for leave must be approved by a Deputy Chief in advance. Use of sick leave on a “special day,” including holidays, must be accompanied by doctor’s work excuse.