

Board of County Commissioners
Leon County, Florida
Policy No. 03-16

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 Policy Superseded: Policy No. 02-10, "Holidays," adopted October 8, 2002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of County Commissioners of Leon County, Florida, that Policy 02-10, "Holidays," adopted October 8, 2002, is hereby superseded and amended as follows: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)
 Memorial Day (last Monday in May)
 Independence Day
 Labor Day, (first Monday in September)
 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). 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 accrue three (3) Swing Days 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.