

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK
AS REVISED 2021-25**

RECITALS:

WHEREAS, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Employee Handbook (the “Handbook”) for employees of the County; and

WHEREAS, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

NOW, THEREFORE, Section 304 of the Handbook, “Holidays,” is amended to provide as follows:

304 Holidays

The County will grant holiday time off to all regular full-time employees according to a schedule approximating the holidays granted to employees of the State of Alabama. The St. Clair County Commission shall, at the beginning of each year, establish the specific dates to be observed as official paid holidays.

According to applicable restrictions, the County will grant paid holiday time off to all regular full-time employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee’s straight-time pay rate (as of the date of the holiday) x 8 hours for each holiday.

Each department shall, at the beginning of the calendar year, post a schedule of paid holidays for that year as designated by the St. Clair County Commission. The Commission shall designate those paid holidays on which the Courthouse will be closed. The Commission may also designate additional holidays beyond those established in these policies and procedures. The Department Head may not schedule or approve any holiday other than those officially designated by the St. Clair County Commission.

To be eligible for holiday pay, employees must be present to work, or on approved leave with pay on the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday (Act #91-250). Exceptions may be made in County Departments which must remain open to provide adequate services to the citizens of the County. Holidays will be scheduled in accordance with departmental needs. Time off for a holiday worked shall be scheduled by the employee’s supervisor within the pay period, if possible, or during the next pay period or may be paid by the County at the employee’s regular rate of pay with said holiday hours not being contemplated for overtime purposes.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be paid instead of the paid time off benefit that would otherwise have applied. In addition to the holidays when County operations are closed, some floating holidays may be granted. These holidays must be scheduled with the prior approval of the employee's supervisor, and may not be taken until the official date of the holiday or after.

Paid time off for holidays will not be counted as worked for the purposes of determining overtime.

ADOPTED and APPROVED this the 9 day of February, 2021.

St. Clair County, Alabama

By: Paul Manning
Paul Manning,
Chairman

ATTEST:

Tina Morgan
Tina Morgan,
Administrator