

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

Title: Holidays
 Date Adopted: May 11, 2021
 Effective Date: October 1, 2021
 Reference: N/A
 Policy Superseded: Policy No. 02-10, "Holidays," adopted October 8, 2002; Policy No. 03-16, "Holidays," adopted October 14, 2003; revised September 29, 2020

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy 03-16, "Holidays," adopted September 29, 2020, is hereby amended, and a revised policy is adopted in its place, to wit:

This policy establishes a permanent Holiday Schedule for all Leon County employees. Beginning October 1, 2021 and until such time as 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)
- Emancipation Day (May 20th)
- Independence Day
- Labor Day, (first Monday in September)
- Election Day (first Tuesday after the first Monday in November in even-numbered years)
- 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.

In accordance with Leon County Human Resources Policies and Procedures, Section 7.06, Leon County employees, except for O.P.S. employees, will accrue twenty-four (24) hours of Personal 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.