

CHAPTER 6.00 - PERSONNEL

Holiday Pay

6.231

1. Holiday Rules. The following provisions apply in determining whether an employee is entitled to pay for holidays.
 - a. An employee who terminates employment and does not report for work on the first day following a holiday shall not receive pay for the holiday. This excludes pre-approved leave. The termination date shall be considered the last work day on which the employee is paid prior to the holiday.
 - b. In order to be eligible to be paid for a holiday, an employee must (i) be on paid leave before and after the paid holiday, (ii) be on leave before the paid holiday and report for work on the first day following the paid holiday, or (iii) be on paid status for at least ten (10) consecutive work days prior to and including the last work day prior to the paid holiday.
2. Hardship Waiver – Medical. An employee who does not qualify for compensation over a holiday because he or she was not paid for 10 consecutive days prior to the holiday due to a bona-fide unexpected medical emergency may apply to the Human Resources Department for a hardship waiver of the disqualification. To be eligible for a waiver, the employee's medical emergency must be bona-fide, unexpected, unplanned and appropriately documented by the employee's attending physician and submitted to Human Resources. It must involve an overnight hospital stay, or an inpatient or outpatient surgical procedure.

In reviewing the request for an emergency medical waiver, the Human Resources Department should consider the nature, severity, and foreseeability of the emergency, and prior patterns of leave usage leading to the employee exhausting his or her accrued leave prior to the emergency.

3. Hardship Waiver – Death. When an employee's absence was due to a death in his or her immediate family, the employee may also apply for a hardship waiver. For purpose of this paragraph, "Immediate family" is defined as spouse, parent, sibling, child, grandparent, grandchild, or their in-law or step relative counterparts. The Human Resources Department may grant the waiver in the exercise of its judgment and discretion.

CHAPTER 6.00 - PERSONNEL

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42(5), 1011.60, F.S.

HISTORY: Formerly Rule 6.23
Adopted: 08/18/98
Revision Date(s): 08/08/06, 10/08/13;
11/12/19; 12/08/20
Revised/Renumbered: 10/08/13; 11/12/19