
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Holidays
	Section:	Administration
	Guideline Number:	207
	Effective Date:	March 25, 2014
	Reviewed Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To provide guidance in the application of County Holiday Policy (413.0) as it pertains to the Department of Public Safety (DPS).

SCOPE

This guideline applies to ALL department personnel.

CONTENT

40-hour employees will follow normal County holiday closing schedule. 40-hour employees observe holidays off unless authorized by Director.

212-hour employees regularly work holidays as part of their normal work schedule. For the shift that comes on duty at 8:00 a.m. the morning of the holiday, those employees who work their shift as assigned will receive holiday compensation at the rate of 1.5 times the total hours of the shift, or a maximum of 36 hours. 212-hour employees not scheduled to work will earn 8 hours of holiday compensation.