



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Holiday Leave Policy

Adopted Date: September 22, 2014

Revised Date: September 16, 2024

Employees of El Paso County will observe the holidays as designated by the El Paso County Commissioners Court.

I. Eligibility

Eligible employees are those who are designated as Regular Full-Time and Regular Part-Time and not covered by the Collective Bargaining Agreement.

II. Holiday Leave for Part-time Employees

Regular Part-time employees will receive holiday pay on a prorated basis, depending on the number of hours the position is budgeted to work per week. For example, an employee who is budgeted to work 20 hours per week receives four (4) hours of holiday pay and an employee who is budgeted to work 29 hours per week receives six (6) hours of holiday pay.

III. Holiday Leave

A. The County shall observe the following holidays for its eligible employees:

NEW YEAR'S DAY: January 1
MARTIN LUTHER KING DAY: 3rd Monday in January
PRESIDENT'S DAY: 3rd Monday in February
CESAR CHAVEZ DAY: March 31
GOOD FRIDAY: Friday before Easter Sunday
MEMORIAL DAY: Last Monday in May
JUNETEENTH: June 19
INDEPENDENCE DAY: July 4
LABOR DAY: 1st Monday in September
INDIGENOUS PEOPLES' DAY: 2nd Monday in October
VETERANS DAY: November 11
THANKSGIVING DAY: 4th Thursday in November
DAY AFTER THANKSGIVING: Friday after Thanksgiving
CHRISTMAS EVE: December 24
CHRISTMAS DAY: December 25
NEW YEAR'S EVE: December 31

B. In the event a holiday falls on Sunday, the following Monday shall be deemed to be the holiday. In the event the holiday falls on Saturday, the preceding Friday shall be deemed to be the holiday. In the event the scheduled holiday shall be moved to either a Friday or Monday and that day is already observed as another County holiday, the scheduled holiday shall be given on the next available business day.

- C. When it is not feasible to grant holiday leave at the appropriate time to employees, holiday leave shall be extended for a different date convenient to the department but must be taken within thirty (30) days before or after the holiday. This period may be extended upon written approval of the Chief Administrator.
- D. In special cases, a non-exempt employee who is required to work on a regularly scheduled holiday, with prior approval by the Elected Official/Department Head and where subsequent time off is not practical, shall be compensated at their regular rate of pay for each hour worked, in addition to their holiday pay.
- E. Employees on Leave without Pay (LWO) will not be paid for a holiday if the LWO was taken for the entire workweek in which the holiday occurred.
- F. An employee must work, or be on paid leave, the day before *and* after a holiday to be paid for the holiday. However, if the holiday is the employee's final day of County employment, and the employee is officially retiring from the County through TCDRS or it is the end of the term for the Elected Official they worked with, the employee shall be paid for that final day.