

## Personal Holiday Use and Eligibility

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### PURPOSE

This bulletin provides clarification that newly-hired benefited employees who have personal holidays credited to their leave balance may, subject to leave approval, use those credited holidays. Once accrued, an employee may use the leave at any time prospectively, including use prior to the expiration of the first six months of county service.

This bulletin also provides clarification regarding employee eligibility for personal holidays. Employees, who occupy a position which is eligible for leave benefits, receive the personal holiday, regardless of pay status.

This Bulletin replaces and supersedes "Personal Holiday Use by Newly-Hired Benefited Employees" HR Bulletin No. 2007-0004 (September 22, 2007).

### OVERVIEW:

King County Code 3.12.230(12) provides:

Employees eligible for leave benefits shall be granted two personal holidays to be administered through the vacation plan; provided, that the hours granted to employees working less than a full-time schedule shall be prorated to reflect their normally scheduled work day. One day shall be credited to the employee's leave balance on the first of October and one day on the first of November.

*See also* Personnel Guidelines Section 14.2(12) (2005). Those provisions apply to how the personal holidays will be banked in the payroll system and how requests to use the personal holidays will be processed for approval.

King County Code 3.12.190(G) and the Personnel Guidelines Section 14.3 (F) both provide that employees eligible for leave benefits are not eligible to take or to be paid for vacation leave until they have successfully completed their first six months of county service. Those provisions specifically prohibit the use of accrued vacation leave for the first six months but do not provide any directive on the use of credited personal holidays. Because holidays are taken by newly-hired employees when they occur, personal holidays may be taken by newly-hired employees after they are credited to the employee's vacation bank.

*Eligibility:* Generally, an employee must be eligible for leave benefits and in a pay status on the day prior to and the day following a holiday in order to receive pay for the holiday. This is not the case for determining eligibility for the accrual of personal holidays. Employees are eligible for the accrual of personal holiday credits if they occupy a position which is eligible for benefits, regardless of pay status. All employees who are eligible for benefits, whether they are in pay status (*e.g.*, currently working) or on paid or unpaid leave (*e.g.*, out on FMLA), are entitled to personal holidays as follows:

**PROCEDURES**

A new employee with less than six months of county service who meets the eligibility requirements set forth above may request to take leave credited as personal holidays. Employee requests for use of their credited personal holidays shall follow the same departmental procedures as requests for vacation leave.

It is the responsibility of department payroll to track a newly-hired employee's use of credited personal holidays.

Employees eligible for benefits that separate from county service and do not use their accrued personal holiday prior to their first six months of county service shall be paid for the accrued personal holiday which appears in their vacation accruals. Payment shall be the accrued personal holiday leave hours multiplied by the employee's rate of pay in effect upon the date of leaving county employment, less mandatory withholdings.

In the event that any provision of this Human Resources Bulletin conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail.

**QUESTIONS/COMMENTS**

Refer all questions or comments via e-mail to Human Resources Division Operations.