



2B-5 HOLIDAY

The following employee classifications shall be eligible for the holiday benefit:

- Regular Full-Time
- Modified Full-Time

These following employee classifications shall not be eligible for the holiday benefit:

- Regular Part-Time
- Temporary Part-Time
- Temporary Full-Time

The County holidays shall be determined by the Reeves County Commissioners' Court.

If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

An eligible employee scheduled to work or called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next **ninety (90) days** equivalent to the amount of time designated for the holiday.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Reeves County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Vacation, or leave without pay may be used for special leave granted.

Holidays do not accrue and if they are not taken, they will not be paid at termination.