

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 7.6 HOLIDAYS

EFFECTIVE DATE: 02/09/2017
REVISED DATE: 10/21/2019

A. Superior Court offices shall be closed on each of the ten (10) holidays listed below:

HOLIDAY	DATE
New Year's Day	January 1 st
Martin Luther King, Jr./Civil Rights Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	4th/Last Monday in May
Independence Day	July 4 th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11 th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

B. Floating holiday. Employees shall receive one (1) 'floating' holiday from the list below:

1. The day after Thanksgiving (the fourth Friday in November) or;
2. Christmas Eve, which is recognized as the day preceding the Christmas Day holiday (if Christmas Day falls on a Saturday, Sunday or Monday, the holiday shall be recognized on the preceding Friday) or;
3. New Year's Eve, which is recognized as the day preceding the New Year's holiday (if New Year's Day falls on a Saturday, Sunday or Monday, the holiday shall be recognized on the preceding Friday).

C. When a holiday falls on Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. [A.R.S. §1-301](#). It shall be noted that public safety and other essential service employees may be required to be on duty during holidays. Unless the department employees are normally scheduled to work the holiday, the actual holiday is to be observed by all employees.

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- D. Non-exempt employees, juvenile detention officers, probation officers and surveillance officers, are automatically paid overtime for holiday hours worked. If it is not possible for an eligible employee to be given time off on a holiday and the employee is required to work, the employee shall be paid as follows:
1. Premium holiday wages, at a rate of one and one-half (1.5) times the employee's regular hourly rate, for each hour actually worked on the holiday.
 2. All hours paid at the premium holiday rate will be subtracted from the total hours actually worked during the regularly scheduled work week to determine overtime.
 3. Following the subtraction of all hours paid at the premium holiday rate, overtime shall be determined in accordance with these procedures.
- E. A non-exempt employee, that is not a juvenile detention officer, probation officer or surveillance officer, called in to perform work during a recognized holiday shall receive their regular rate of pay for the holiday plus time and a half (1.5) for all hours worked on that holiday regardless of the total hours worked in that workweek.
- F. Employees mandated to work ten (10) hour shifts shall have their schedules adjusted to an eight (8) hour shift for the week that includes a holiday, not to exceed 40 hours within the work week.
- G. In order to avoid disparity among employees, a day of holiday leave shall be interpreted to mean an eight-hour work day for full time employees. Part-time (at least 20 hours per week) employees shall receive four (4) hours of holiday leave.
- H. Temporary workers are not eligible for paid holidays.
- I. In order to receive pay for an observed holiday:
1. Must have other hours paid (actual work hours, PTO, compensatory time, EIB) during the pay period in which the holiday is included.
 2. An employee shall not have been on unauthorized absence the workday before or after the holiday.