

## C. Holidays

1. Eleven (11) paid holidays are provided for full-time and part-time employees. This benefit is not available to temporary, on-call and seasonal employees.

Full-time, eligible employees receive holiday pay for their typically scheduled shift hours on observed holidays. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The observed holiday schedule listed in the table below may be changed at any time by the Board of County Commissioners.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr./Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 <sup>th</sup>

2. Part-time employees scheduled to work on the week of a holiday receive 4 hours of holiday pay on the holiday.
3. When there is a bona fide business need to have an exempt employee work on an observed holiday, their supervisor may approve observation of the holiday on another day during that same work period. Non-exempt employees who are required to work on an observed holiday will receive pay for their time worked in addition to eligible holiday pay, of which both pay types will be counted toward compensatory or overtime calculations.
4. Employees who have eligible status on the date of any holiday and who have worked or received paid leave (vacation, sick leave or compensatory time) for their scheduled hours for the day preceding and for the day following the holiday shall receive compensation for the holiday.

## D. Paid Time Off

New full-time regular employees will receive 20 hours of paid time off (PTO) upon hire.

PTO is to be scheduled with consent of the responsible Elected Official or office/departments supervisor, and should be used before accrued leave. Efforts will be made to accommodate the preference of the employee in PTO scheduling, but first priority will be the orderly functioning of affected office/departments.

Upon separation from employment remaining PTO does not payout.

## **E. Leaves of Absence / Leave Without Pay**

Up to 30 days per calendar year of unpaid leave of absence / leave without pay may be granted by the Elected Official for any justifiable purpose when all other eligible paid and unpaid leave types have been exhausted. Paid leave in any amount or leaves of absence in excess of 30 days after all other leaves have been exhausted will require written approval of the Board of County Commissioners.

## **G. Health Insurance and Other Insurance Coverage Available to Employees**

Health Insurance and other insurance benefits are available to employees and family members in accordance with the terms and conditions of the County's contract for such services. The Human Resource Office should be contacted to learn of enrollment and claims procedures. Other insurance offerings may be available at employee or shared expense.

## **H. Retirement Program Offering**

The County participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the County to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional amount on behalf of the employee. Contact the Human Resource Office for further information.

## **I. Transfer of Benefits with Employee Transfer**

Accrued benefits continue when the employee transfers from one office/department to another within the County. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and position status. Accrued compensatory time will be paid out at the time of the transfer.

## **J. Miscellaneous Benefits**

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board of County Commissioners, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction.
2. Credit union participation.
3. Employee-requested deduction programs.
4. Allowance for uniforms, tools, equipment, etc.
5. Parking privileges.
6. Job related training.