

# 16.851

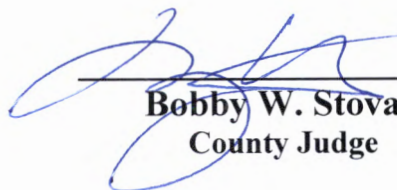
FILE FOR RECORD  
JENNIFER LINDENZWEIG  
COUNTY CLERK HUNT COUNTY TX

21 JUL 13 PM 3:33

By: *Bailey*  
DEPUTY

## Hunt County Holiday Schedule 2022

<b>January 3</b>	<b>New Year's Day</b>	<b>Monday</b>
<b>January 17</b>	<b>Martin Luther King Day</b>	<b>Monday</b>
<b>April 15</b>	<b>Good Friday</b>	<b>Friday</b>
<b>May 30</b>	<b>Memorial Day</b>	<b>Monday</b>
<b>June 20</b>	<b>Juneteenth</b>	<b>Monday</b>
<b>July 4</b>	<b>Independence Day</b>	<b>Monday</b>
<b>September 5</b>	<b>Labor Day</b>	<b>Monday</b>
<b>November 11</b>	<b>Veteran's Day</b>	<b>Friday</b>
<b>November 24 &amp; 25</b>	<b>Thanksgiving Holiday</b>	<b>Thurs. &amp; Fri.</b>
<b>December 22 &amp; 23</b>	<b>Christmas Holiday</b>	<b>Thurs. &amp; Fri.</b>

  
 Bobby W. Stovall  
 County Judge

FILED FOR RECORD  
at 3:57 o'clock *P* M

JUL 13 2021

JENNIFER LINDENZWEIG  
County Clerk, Hunt County, TX  
By: *JLindenzweig*

**SUBJECT: ATTENDANCE/LEAVE TIME**

**TITLE: HOLIDAYS**

**I. POLICY**

Hunt County provides paid time off to fulltime employees in recognition of traditional holidays.

**II. PROCEDURE**

A. The following holidays are observed by Hunt County:

New Year's Day	January 1
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving (2)	4 <sup>th</sup> Thursday/Friday in November
Christmas Eve	December 24
Christmas Day	December 25

B. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

C. To be eligible for holiday pay, an employee must work the day before the holiday and the first scheduled work day after the holiday, unless the absence is approved by the Department Head/Elected Official.

D. Holidays falling during a scheduled vacation shall be processed as holidays and shall not affect the vacation balance.

E. Holiday Pay – as many employees as possible shall be granted holidays on the designated date. If unable to comply, the following shall be used.

1. Exempt employees who work on a holiday will be granted a day off at a later date.
2. Non-exempt full-time employees shall be granted eight (8) hours holiday time for holidays worked. Those compensation hours accumulated will be paid upon termination. Exempt employees shall not be paid for holiday time upon separation from Hunt County.