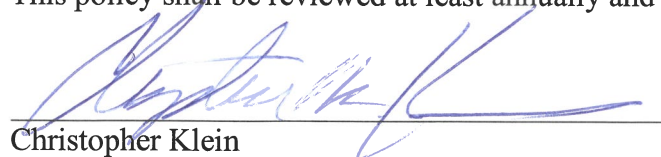


ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.31 DATE: February 1, 2023 SUBJECT: Personnel TITLE: Holiday Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: Anne Arundel County Code, §6-1-301; AD 03.09; Memoranda of Agreements between Anne Arundel County and AFSCME Local 582, AFSCME Local 2563, IUPA Local 141, Teamsters Union 355, Fraternal Order of Anne Arundel County Detention Center Officers and Personnel Inc.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the use of holiday leave.
- IV. Policy:
 - A. Full-time, Non-Represented, County employees are entitled to holiday leave for the following holidays:
 1. New Year's Day (January 1st);
 2. Dr. Martin Luther King, Jr.'s Birthday (3rd Monday in January);
 3. Washington's Day (3rd Monday in February);
 4. Good Friday;
 5. Memorial Day (last Monday in May);
 6. Juneteenth (June 19th);
 7. Independence Day (July 4th);
 8. Labor Day (1st Monday in September);
 9. Veteran's Day (November 11th);
 10. Thanksgiving Day;
 11. Thanksgiving Friday;
 12. Christmas Day (December 25th);
 13. the days of general and congressional elections, not including primary elections, throughout the State; and
 14. the days that are designated as legal holidays for State employees by the Governor and that are approved by the County Executive.
 - B. If a holiday falls on a Saturday, it shall be observed on the proceeding Friday; if a holiday falls on a Sunday, it shall be observed on the succeeding Monday. If a holiday falls on the regularly assigned day off, the employee is entitled to appropriate time off with pay.
 - C. Except as otherwise provided in their bargaining unit's Memorandum of Agreement, employees in the classified positions identified by the Personnel

Officer as regularly required to work on holidays shall receive 16 additional days of annual leave each year instead of holidays.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.31 dated August 1, 2002
AD 3.31 dated September 20, 2004
AD 3.31 dated January 7, 2020
AD 03.31 dated January 22, 2020