



LANE COUNTY

DEPARTMENT of HUMAN RESOURCES / 125 East 8th Ave. / Eugene, OR 97401
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TO: Lane County Employees
FROM: Human Resources Department
DATE: September 3, 2019
SUBJECT: 2020 Holiday Calendar

The holiday schedule for **2020 (next year)** is as follows*:

<u>HOLIDAY</u>	<u>COUNTY OBSERVED</u>	<u>ACTUAL HOLIDAY</u>
New Year's Day	January 1, 2020	January 1 st
Martin Luther King Jr.'s Birthday	January 20	3 rd Monday in January
Presidents' Day	February 17	3 rd Monday in February
Memorial Day	May 25	Last Monday in May
Independence Day	July 3	July 4 th
Labor Day	September 7	1 st Monday in September
Veterans' Day	November 11	November 11 th
Thanksgiving Day	November 26	4 th Thursday in November
Christmas Day	December 25	December 25 th

*Subject to collective bargaining agreements. This memo does not apply to employees who receive personal time in lieu of paid holidays.

** Weekend holidays - whenever a holiday falls on a Saturday, the preceding Friday shall be designated as the holiday. Whenever a holiday falls on a Sunday, the succeeding Monday shall be designated as the holiday.

The Friday following Thanksgiving is not a County holiday; however, it shall be considered a day off, with pay, for all employees except those required to work on skeleton crews which enable the County to maintain necessary services. Those employees required to work Friday, November 27, 2020, shall be granted a day off, with pay, at the mutual convenience of the employee and the employee's supervisor and **are responsible for coding the timecard as "63 – Floating Holiday."** If the County requests you work a four, ten-hour day work schedule, you are eligible to receive ten hours of floating holiday pay. If you voluntarily work a four, ten-hour day work schedule, you are eligible for eight hours of floating holiday pay. Part-time employees should refer to their applicable bargaining agreement.

Employees who do not use the Floating Holiday prior to June 30, 2021 will lose it and no timecard adjustments will be allowed.