



# HUMAN RESOURCES DEPARTMENT

*Providing comprehensive workforce strategies to support our customers in meeting their objectives in an effective and collaborative manner*

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## MEMORANDUM

**Date:** February 1, 2019  
**From:** All Elected Officials and Department Heads  
**To:** Judy Kendall, Human Resources Senior Manager  
**Subject:** **2020 Holiday Schedule**

Holiday	Date Usually Observed	2020 Observed Date
New Year's Day	January 1 <sup>st</sup>	Wednesday, January 1 <sup>st</sup>
Martin Luther King Jr. Day	Third Monday in January	Monday, January 20 <sup>th</sup>
President's Day	Third Monday in February	Monday, February 17 <sup>th</sup>
Memorial Day	Last Monday in May	Monday, May 25 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>	Friday, July 3 <sup>rd</sup>
Labor Day	First Monday in September	Monday, September 7 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>	Wednesday, November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November	Thursday, November 26 <sup>th</sup>
Day following Thanksgiving Day	Fourth Friday in November	Friday, November 27 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>	Friday, December 25 <sup>th</sup>

Whenever a legal holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a legal holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

Any employee on an approved vacation when a holiday occurs will not be charged leave for that day. Any employee who is on compensated sick leave when a holiday occurs will receive a day's pay for that holiday and will not have sick leave charged.

Any employee who is on leave of absence without pay immediately prior to, or following a holiday shall not receive holiday pay.

If a holiday occurs on an employee's scheduled day off, the employee shall be given an alternate day off during the same pay period at the employee's discretion and with the supervisor's approval.

A holiday shall not exceed an 8-hour work day. Holiday benefits are prorated for part-time employees.

Non-exempt employees who are required to work on legal holidays receive:

- Pay at one and one half times their hourly rate for all hours worked in addition to holiday pay;
- Compensatory time off at time and one half plus holiday pay; or
- A day off within the same pay period in lieu of the legal holiday.