

**PROPOSED**

RESOLUTION NO.

1 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD  
2 COUNTY, FLORIDA, PERTAINING TO COUNTY HOLIDAYS; AMENDING  
3 SECTION 14.227 OF THE BROWARD COUNTY ADMINISTRATIVE CODE  
4 (“ADMINISTRATIVE CODE”); AND PROVIDING FOR SEVERABILITY, INCLUSION IN  
5 THE ADMINISTRATIVE CODE, AND AN EFFECTIVE DATE.

6 (Sponsored by Commissioner Alexandra P. Davis)

7

8 WHEREAS, the year-end holidays are traditionally times for friends and family to  
9 gather, making them one of the busiest travel times of the year; and

10 WHEREAS, the Board of County Commissioners finds it appropriate to recognize  
11 the year-round hard work and dedication of County employees and to prioritize the family  
12 and community gatherings that mark the year-end holidays by providing employees an  
13 additional one-half day of personal leave on both Christmas Eve and New Year’s Eve  
14 when those days fall on a Monday through Thursday, subject to operational needs, NOW,  
15 THEREFORE,

16 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
17 BROWARD COUNTY, FLORIDA:

18 Section 1. Section 14.227 of the Broward County Administrative Code is hereby  
19 amended to read as follows:

20 **14.227. Holidays.**

21 a. The following are designated as official County holidays for full-time and  
22 part-time 20+ County employees:

- 23 1. New Year's Day.
- 24 2. Martin Luther King Day.
- 25 3. President's Day.
- 26 4. Memorial Day.
- 27 5. Juneteenth (June 19).
- 28 6. Independence Day.
- 29 7. Labor Day.
- 30 8. Veterans Day.
- 31 9. Thanksgiving Day and the day after.
- 32 10. Christmas Day.

33 b. An alternate day will be granted if a holiday falls on either Saturday or  
34 Sunday. Other days may be declared as holidays by the Board of County Commissioners  
35 at its discretion. Whenever a holiday falls on a Saturday, the preceding Friday shall be  
36 designated a substitute holiday and observed as the official holiday for that year. When  
37 the holiday falls on a Sunday, the following Monday shall be designated as the official  
38 holiday for that year. An employee who is not on approved leave and fails to report on  
39 ~~his or~~ their scheduled workday before and scheduled workday after a holiday shall not  
40 be paid for the holiday.

41 c. Full-time employees assigned to a five (5) day workweek shall receive  
42 eight (8) hours of paid leave for each of the holidays. Full-time employees assigned to a

43 four (4) day workweek shall receive ten (10) hours of paid leave for each of the holidays.  
44 Part-time 20+ employees shall receive four (4) hours of paid leave for each of the holidays  
45 regardless of their work schedule.

46 d. Holidays ~~which~~ that occur during annual or sick leave shall not be charged  
47 against annual or sick leave. Temporary, part-time 19, student, and seasonal employees  
48 will not be paid for time not worked.

49 e. An employee who is required to work on a designated holiday may receive  
50 another day off at a later date at a time agreed upon by ~~his-her~~ their supervisor. The  
51 department, division, or office director, if unable to grant a day off, may pay the employee  
52 for the holiday worked at a rate equal to time and one-half of ~~his-her~~ their regular pay for  
53 that day, in addition to the holiday pay.

54 f. Personal days for full-time and part-time 20+ County employees:

55 1. Employees are entitled to two (2) personal days in the form of annual leave.  
56 Full-time employees assigned to a five (5) day workweek shall receive  
57 sixteen (16) hours. Full-time employees assigned to a four (4) day  
58 workweek shall receive twenty (20) hours. Part-time 20+ employees shall  
59 receive eight (8) hours, regardless of their work schedule.

60 2. Employees may utilize their personal days to take paid leave on any  
61 workday, subject to County operational needs.

62 3. Employees observing religious holidays not designated as official County  
63 holidays, including but not limited to, Good Friday, Yom Kippur, Eid al-Fitr,  
64 or Eid al-Adha, may take such days off using available personal days or

65 annual leave, or as unpaid days off without use of any leave, subject to  
66 County operational needs.

67 4. In addition to the foregoing, if December 24 and December 31 occur on a  
68 Monday through Thursday in any given year, then employees are entitled  
69 to additional personal leave for each day as provided in this section.

70 For each such day: full-time employees assigned to a five (5) day workweek  
71 shall receive four (4) hours; full-time employees assigned to a four (4) day  
72 workweek shall receive five (5) hours; and part-time 20+ employees shall  
73 receive two (2) hours; provided, however, that employees who are not  
74 scheduled to work on December 24 or December 31 shall not be eligible to  
75 receive this leave for that day.

76 The leave hours referenced in the prior paragraph may be taken only as  
77 personal leave on December 24 and December 31 (except as provided  
78 below), as elected by the employee and subject to operational needs, and  
79 shall be credited to a separate personal leave bank. If an employee is  
80 required to work on December 24 and/or December 31 to maintain  
81 operational coverage due to assigned duties and therefore cannot use the  
82 personal leave hours on that day, that employee may use the hours on  
83 another workday, subject to supervisory approval and operational needs.

84 This personal leave remains available through, and may be used by no later  
85 than, September 30 of the fiscal year in which it is received and cannot be  
86 cashed out or paid out under any circumstances.

87 Section 2. Severability.

88 If any portion of this Administrative Code Resolution is determined by any court to  
89 be invalid, the invalid portion will be stricken, and such striking will not affect the validity  
90 of the remainder of this Administrative Code Resolution. If any court determines that this  
91 Administrative Code Resolution, in whole or in part, cannot be legally applied to any  
92 individual, group, entity, property, or circumstance, such determination will not affect the  
93 applicability of this Administrative Code Resolution to any other individual, group, entity,  
94 property, or circumstance.

95 Section 3. Inclusion in the Broward County Administrative Code.

96 It is the intention of the Board of County Commissioners that the provisions of this  
97 Administrative Code Resolution become part of the Broward County Administrative Code  
98 as of the effective date. The sections of this Administrative Code Resolution may be  
99 renumbered or relettered and the word "resolution" may be changed to "section," "article,"  
100 or such other appropriate word or phrase to the extent necessary to accomplish such  
101 intention.

