

TMACOG

Employee Handbook

302 Holidays and Personal Day

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TMACOG observes and offers paid time off (7.5 hours) to all eligible-full time employees on the following days:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

When a holiday falls on a Saturday, the preceding day shall be a holiday. When a holiday falls on a Sunday, the following day shall be a holiday.

Additionally, TMACOG offers two (2) personal days to all employees to be taken at the employee's discretion. The personal days may be taken at any time between January and December with prior approval of your supervisor. This time may only be taken as a four or an eight-hour block. Failure to use the personal days by December 31 will result in forfeiture of the available time off. You must have completed your six-month introductory period to be eligible for these personal days.

Effective January 1, 2026

TMACOG provides 15 hours of personal leave annually to eligible employees. Personal leave may be used in 30 minute increments and must be scheduled with prior supervisor approval.

Personal leave is available to full or part-time employees who have successfully completed their six months introductory period.

Leave must be used between January 1 and December 31 of the calendar year. Unused personal leave does not carry over and will be forfeited if not used by year-end.

Requests for personal leave must be submitted through TMACOG's digital timekeeping system.

If during an observed holiday you are on a paid absence, such as annual or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

We do not count holiday or personal day paid time off as hours worked when calculating overtime.

Employees are not eligible for holiday pay while on unpaid leave including unpaid leave covered by FMLA.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. TMACOG retains the right to amend or change policies contained herein at any time without prior notice.