



# General Order

## Department of Fire & EMS

G.O. #: 12-6-24

**Subject:** Clarification of Additional Holiday Leave Time

**Date:** December 17, 2024

**Authority:** Chief Michael W. Robinson, Director/*MWR*

The Board of County Commissioners recently authorized an additional four (4) hours of holiday leave for all employees on December 24, 2024, from 1300-1700 hours. Also, eight (8) hours of holiday leave for all employees on December 26, 2024, from 0800-1700 hours (1 hour lunch.) This is for application to those Chapter 36 (general county government, DFEMS admin and chief officers) employees.

So, to proactively address what may be discussed by Chapter 37-DFEMS non-exempt personnel here is the interpretation:

1. If you are scheduled on duty and working on either 12/24 (1300-1700) or 12/26 (0800-1700) during the identified hours of work that are impacted and designated holiday hours
2. You will be granted the applicable number of hours that will be added to your leave bank which would be either four (4) hours for 12/24 or eight (8) hours for 12/26.
3. If you are not scheduled to work and off duty on those dates/times, then you will not receive any holiday hours.
4. These are additional holiday hours that are granted under the enumerated powers of the Commissioners and are therefore not applicable to other than on duty employees.

I have conferred with Human Resources relative to this occurrence and this is our joint interpretation based on Chapter 37 and the Code of Regulations for Carroll County. Please contact your respective Captain/Shift commander via the applicable chain of command with any questions or concerns.