



DESOTO PARISH POLICE JURY

May 06, 2024 at 5:03 PM

Policy and Procedures Committee Meeting

Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052

AGENDA

Bubba Clark, Chairman, Jimmy Holmes, Greg Baker, Ernel Jones and Jeri Burrell

- A. CALL TO ORDER**
- B. CALL FOR ADDITIONS AND DELETIONS**
- C. GUEST AND PUBLIC COMMENTS**
- D. POLICY AND PROCEDURES ITEMS**
 - 1. Update the Policy for Holiday Schedule
- E. ADJOURN**

302 Holidays

Eligibility: Holidays are a benefit provided by the Police Jury for temporary, full-time, and part-time employees.

Holidays: The days listed below shall be considered holidays unless the Police Jury adopts a different holiday schedule. These are referred to herein as the “declared holidays.” If the declared holidays are modified from the below list, the employees will be notified of the holiday schedule change and the new schedule shall apply.

1. New Year’s Day
2. Martin Luther King Day
3. Fat Tuesday
4. President’s Day
5. Good Friday
6. Memorial Day
7. Juneteenth
8. Independence Day
9. Labor Day
10. All Saints Day
11. Veteran’s Day
12. Thanksgiving
13. Day after Thanksgiving
14. Christmas Eve
15. Christmas Day

All Police Jury offices shall be closed on the declared holidays listed above. If the declared holiday falls on a Saturday, the Friday directly preceding the declared holiday shall also be considered a holiday. If the declared holiday falls on a Sunday, the Monday directly following the declared holiday shall also be considered a holiday.

The holiday schedule will not be observed, and any employee may be required to work if the Parish Administrator and Police Jury President declare an emergency need for all or a portion of a holiday or holidays. For the purposes of this policy an “emergency need” is when such is declared by the Parish Administrator and Police Jury President and is intended to include a natural or manmade disaster or other situation requiring prompt attention and staffing to address.

Holiday Pay:

1. Pay for Exempt Employees:

- A. One (1) day regular wage for each Police Jury declared holiday whether worked or not.
- B. No additional compensation shall be received for work on Saturday or Sunday whether the Saturday or Sunday is considered a holiday pursuant to this policy or not.

2. Pay for Non-Exempt Full-time Employees:

- A. One (1) day regular wage for each Police Jury declared holiday not worked, exclusive of Saturday and Sunday.
- B. One (1) day regular wages plus 1.5 times the regular hourly rate for each hour worked up to 8 hours and thereafter 2.5 times the regular hourly rate for each hour worked for each holiday.

3. Pay for Temporary and Part-time Employees:

Temporary and Part-time Employees shall receive holiday pay according to the number of hours worked.

Exempt and Non-Exempt Employees who are off on a holiday because of a pre-approved vacation or sick leave shall have the time counted as holiday.

Exempt and Non-Exempt Employees on leave without pay shall not be awarded holiday pay.

Employees not on pre-approved vacation or sick leave must work their scheduled shifts the day before and the day after a holiday to be paid for the holiday unless (1) the day before or day after are not a normal workday for the employee, or (2) the employee has a pre-approved written exception from the employee's supervisor.