

Douglas County

2021 Holiday Schedule

New Years Day	Friday, January 1
Marin Luther King Day	Monday, January 18
Memorial Day	Monday, May 31
Fourth of July	Monday, July 5th
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving	Thursday-Friday, November 25-26
Christmas Day	Friday, December 24
New Year's Day	Friday, December 31

Personal Leave:

Eligibility: Employee's status must be full time or part time with benefits, with a hire date prior to May 31, 2021. Employees hired on June 1, 2021 or after will be eligible for personal leave in 2022.

Definition: 8 hours x FTE value

Scheduling: Can be taken in increments no less than one quarter hour for non-exempt staff (4 hours for exempt staff). Must be scheduled in advance through the employee's supervisor and according to the departmental procedures. Non-shift employees must use their personal leave during the calendar year 2021 and PRIOR to December 24, 2021. Shift employees will be permitted to roll up to 24 hours of personal leave into 2022.

Consolidated Fire District 1 , refer to personnel policy regarding Personal Leave.