

your gross pay will automatically be withheld from your paycheck each pay period. This amount is deducted before federal income tax is withheld thereby decreasing the amount of federal income tax you pay at the end of the year. Collin County will provide matching funds at a rate of 2.5 times your contribution. You become fully vested in the county's contribution after eight years of service.

Holidays

Active regular full time employees are eligible for ten paid holidays each year.

Holidays are determined by the Commissioners' Court each year. Generally the following days are considered holidays.

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Regular full time employees are awarded holiday pay in 8 hour increments regardless of daily scheduled hours. For example, if you are normally scheduled to work four ten hour days, and a scheduled holiday falls on one of your scheduled work days, you will be paid eight hours of holiday pay for that holiday.

Holiday pay is not time worked and will not be included on overtime calculations.

In order to be paid holiday pay, you must be in a paid status on the workday immediately preceding **and following** the holiday.

If a holiday falls on your scheduled day off, you will be granted another day off during the work week. If you are called in to work on a holiday which falls on your normal day off, you will only be able to collect emergency holiday overtime for one day.

If you are a non-exempt employee and are required to work on a holiday, you will be paid for hours worked on the holiday at a rate of 1.5 times your regular hourly pay rate.

Holidays that fall on Saturday will normally be observed on the Friday preceding the holiday. Holidays that fall on Sunday will normally be observed on the Monday following the holiday. A holiday schedule will be posted each year.

A new employee shall not receive pay for the holiday unless the employee has actually worked prior to that holiday.



An employee who has given notice of their leaving will not be paid for a holiday as their last day.

You must be in an active pay status to receive holiday pay. Individuals on a leave of absence whether for medical, personal or military reasons, are not eligible for holiday pay. If you are on an administrative leave without pay on the day prior to a holiday, you will not be eligible to receive pay for the holiday.

Paid Time Off (PTO)

Regular full time employees earn paid time off for active full time service. If you are a regular full time employee, you will begin accruing paid time off from your hire date. You will be eligible to take paid time off the pay period following six months of continuous active service.

Paid time off days may be used for vacation,