

ORDINANCE NO. 2015 BCCO- 41

**AN ORDINANCE OF THE HOWARD COUNTY BOARD OF COMMISSIONERS  
AMENDING PERSONNEL POLICIES HANDBOOK TO CLARIFY AND STANDARDIZE  
THE APPLICATION OF  
PAID HOLIDAYS**

**WHEREAS**, the 2<sup>nd</sup> paragraph of Section 4.2 of the Howard County Personnel Policies Handbook (“Handbook”) currently provides as follows:

*The County will grant paid holiday time off to all FTPR employees, excluding full-time probationary employees.*

AND

**WHEREAS**, the 1<sup>st</sup> paragraph of Section 4.2.1 of the Howard County Personnel Policies Handbook (“Handbook”) currently provides as follows:

*Part-time Employees who are employed with the Criminal Justice Center and Howard Haven Residential Center that are required to work on a holiday shall be eligible for holiday pay. The employee must complete their probationary period to be eligible.*

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:**

1. The foregoing first sentence of the 2<sup>nd</sup> paragraph of Section 4.2 of the Handbook is hereby repealed in its entirety and replaced with the following new first sentence:

**The County will grant paid holiday time off to all FTPR employees, including full-time probationary employees.**

AND

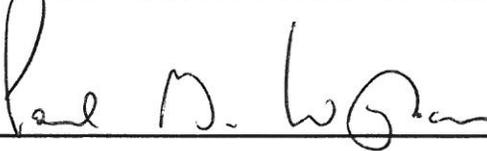
2. The foregoing of the 1<sup>st</sup> paragraph of Section 4.2.1 of the Handbook is hereby amended by deleting the second sentence which provides:

**The employee must complete their probationary period to be eligible.**

3. In all other respects, Section 4.2 of the Handbook shall remain the same.
4. This Ordinance shall become effective upon adoption and signature by the Board.

READ AND ADOPTED THIS 15<sup>th</sup> DAY OF NOVEMBER, 2015.

HOWARD COUNTY BOARD OF COMMISSIONERS

  
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Paul G Wyman, President

  
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Tyler O. Moore, Vice President

  
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Robert B. Bray, Member

ATTEST:   
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Martha J. Lake, Howard County Auditor