



Bruce Outka <boutka@lawrence.sd.us>

FW: Upcoming Holidays

2 messages

Kristie Jacobsen <kris@sdcountycommissioners.org>

Sat, Oct 7, 2023 at 9:37 AM

To: "Aaron Eberle (auditor.assistant@frcounty.org)" <auditor.assistant@frcounty.org>, Allison Tunheim-Brown County <Allison.Tunheim@browncounty.sd.gov>, Bruce Outka <boutka@lawrence.sd.us>, Gary Vetter <gary@co.yankton.sd.us>, Grant Commission Asst <karen.layher@grantcountysd.us>, Holli Hennies <hollih@co.pennington.sd.us>, Hughes County Manager <Lori.Jacobson@co.hughes.sd.us>, Joan Martin-Pennington County <joan.martin@pennco.org>, Moody Commission Asst <martys@moodycounty.net>, Rhea Crane <rcline@meadecounty.org>, "Shelli Gust - Lake County (shelligust@lake.sd.gov)" <shelligust@lake.sd.gov>, Stacy Steffensen <ssteffensen@brookingscountysd.gov>, Steve Rasmussen-Lincoln County <srasmsussen@lincolncountysd.org>, "Sue Ganje - Fall River & Oglala Lakota Counties (sue.ganje@state.sd.us)" <sue.ganje@state.sd.us>, Tom Greco <tgrec@minnehahacounty.gov>, "Tyler Klatt-Minnehaha Comm Asst." <tklatt@minnehahacounty.org>

For your information:

From: Governor of South Dakota GovernorNoem@state.sd.us
Sent: Thursday, October 5, 2023 9:51 AM
Subject: Happy Holidays and Thank You

Dear Team,

I am always amazed by your commitment to serving the people of South Dakota, the best state in the nation to live, work, and raise a family. To show my gratitude,

I have authorized additional administrative leave during the upcoming holiday season.

I am directing the Bureau of Human Resources and Administration (BHRA) to grant administrative leave for the day after Thanksgiving, November 24, 2023. I urge you to enjoy some extra pie (with ice cream...my personal favorite)! Additionally, I am directing BHRA to grant administrative leave for Tuesday, December 26, 2023, to give everyone another much deserved four-day weekend for Christmas. I pray you can spend this time surrounded by people you love.

EMPLOYMENT AND BENEFITS: An employee will be retained on the health insurance plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that they made before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. Please note that if you fail to return from your leave, the County may recover from you the cost of any premiums paid on your behalf to continue health coverage. So long as the employee can perform the essential functions of his/her position upon conclusion of FMLA leave, he/she will be returned to either the same position he/she held before the leave or to an equivalent position. Employees will not accumulate any sick or vacation leave hours for any leave taken under this policy with no pay.

ARTICLE VII. HOLIDAYS

Permanent, regular, County employees shall be paid straight time for the following holidays not to exceed eight (8) hours per holiday. The days paid for under this Article shall be counted toward the forty (40) hour work week.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Native American Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

Veteran's and Memorial Days will be observed on the same day that is observed by State employees. Every day appointed by the President of the United States, the Governor of South Dakota for State employees, or the County Commissioners of Lawrence County, for a public fast, administrative leave, thanksgiving or holiday may be observed as a legal holiday.

If the holiday falls on a Sunday, Monday will be the day observed as the holiday. If the holiday falls on a Saturday, Friday will be the day observed as the holiday. **SHIFT WORKERS:** Shift workers will observe the Holiday on the actual day the Holiday falls on.

Permanent full time employees will be paid at 100% of the holiday hours granted. Permanent part-time employees will be paid for the holiday as follows: Three-quarter time ($\frac{3}{4}$) employees will be paid at the rate of 75% of the holiday hours granted. Half-time ($\frac{1}{2}$) employees will be paid at the rate of 50% of the holiday hours granted. For this section Three-quarter time employees are employees who are approved for 30 to 39 hours of work a week. Half-time