



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Adding Unofficial Holidays	Number	16-20
Originating Department	Office of Human Resources	Effective Date	

ADDING AN UNOFFICIAL HOLIDAY

Issued by: County Executive
COMCOR 33.07.01

Authority: Montgomery County Code Section 33-7(b)

Supersedes: Executive Regulation 16-13, in part
Council Review Method (1) Under Code Section 2A-15
Register Vol. 37, No. 11

Comment Deadline: November 30, 2020

Effective Date:
Sunset Date: None

SUMMARY: The regulation amends Section 24 of the Montgomery County Personnel Regulations to add new Unofficial Holidays.

ADDRESS: Office of Human Resources
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Rockville, Maryland 20850

STAFF CONTACT: Darryl Gorman, 240-777-5026, or darryl.gorman@montgomerycountymd.gov

BACKGROUND: The Montgomery County Code authorizes the County Executive to promulgate
INFORMATION personnel regulations.

COMCOR 33.07.01 PERSONNEL REGULATIONS

33.07.01.24 Holiday Leave and Compensation

SECTION 24. HOLIDAY LEAVE AND COMPENSATION

24-1. Definitions.

(a) **Holiday compensation:** Additional pay or compensatory time earned by an employee who is:

(1) eligible for holiday pay under Section 24-4; and



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(2) required to work on a day observed by the County as a holiday.

(b) **Holiday leave:** Paid leave granted to an eligible employee on a day observed by the County as a holiday.

(c) **Unofficial Holiday:** A unpaid holiday officially recognized by the County where no holiday compensation or holiday leave is provided to County employees. Employees may use their own leave for an unofficial holiday or, where appropriate, may be granted administrative leave.

24-2. Holidays observed by the County.

(a) **Publication of holidays.** Each year the OHR Director must publish the dates of the official County holidays listed below for that year. The holiday period is from 12:00 a.m. to 11:59 p.m. on the published dates. These official holidays and any special holiday that may be declared by the CAO are the only County holidays for purposes of these Regulations.

(b) **Official holidays.** The official County holidays are:

- (1) New Year's Day -- January 1 or an alternate holiday designated by the CAO as the official holiday if January 1 falls on a Saturday or Sunday;
- (2) Martin Luther King, Jr. Day -- Third Monday in January;
- (3) Presidents' Day -- Third Monday in February;
- (4) Memorial Day -- Last Monday in May;
- (5) Independence Day -- July 4 or an alternate holiday designated by the CAO as the official holiday if July 4 falls on a Saturday or Sunday;
- (6) Labor Day -- First Monday in September;



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- (7) Veterans’ Day -- November 11 or an alternate holiday designated by the CAO if November 11 falls on a Saturday or Sunday;
- (8) Thanksgiving Day -- Fourth Thursday in November; and
- (9) Christmas Day --December 25 or an alternate holiday designated by the CAO as the official holiday if December 25 falls on a Saturday or Sunday.

(c) **Unofficial holidays.** The unofficial County holidays are:

- (1) Indigenous Peoples’ Day – The second Monday in October.
- (2) Juneteenth Day – June 19.

[(c)](d) ***Special holiday.*** The CAO may designate any other day as a full-day or part-day holiday or as a non-workday for all employees or for a group of employees providing services to other County-funded or State agencies.

[(d)](e) ***Other agency holiday.*** The CAO may authorize an employee who provides County services to another County-funded or State agency:

- (1) to work on a County holiday not observed by the other County-funded agency; and
- (2) not to work on the holiday of a County-funded agency if the holiday is not observed by the County government.

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Approved as to Form and Legality:

Justin T. Nunley

Office of the County Attorney

10/09/2020

Date

Marc Elrich, County Executive

Date