

I. Maternity Leave

1. In maternity cases, no employee may continue on active duty beyond the second month prior to the expected date of delivery.

2. No employee may return to active duty for a minimum of six weeks after delivery and then only if a vacancy is available. The employee must provide a certificate from her physician stating that she is able to resume her duties.

3. The approval of maternity leave shall not be interpreted to mean that the employee granted leave will upon her return be restored to the position she leaves unless the position is vacant and available or filled by a temporary employee. If not restored to the position left, the employee's name will be placed on priority re-employment list for positions for which qualified for a period of one (1) year.

J. Holiday Leave

a. All employees permanent and probationary, shall be granted holiday leave as prescribed in the Merit System Rules. Holiday leave shall not be deducted from any other leave earned by any employee. Pay for holiday leave will only be authorized if the employee is available for work or on authorized leave on the regular work day preceding and the regular work day after such holiday leave.

b. Regular part-time employees shall receive one-half Holiday benefits in accordance with the regulations for full-time employees in cases where said holiday falls on the regularly scheduled work day of said part-time employee.

c. All County employees in the classified service will be paid for the following holidays, provided said holiday falls on an otherwise regularly scheduled work day: New Year's Day, Washington's Birthday, Lincoln's Birthday, Good Friday, Maryland Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas and Memorial Day, or any day declared a holiday by the County Executive.

d. If a holiday falls on Saturday, no compensating day will be allowed. If a holiday falls on Sunday, the following Monday shall be considered a holiday.

e. Any employee ordered to report to work on a holiday BY REASON OF EMERGENCY will be paid his regular pay plus holiday pay PROVIDED HIS NORMAL WORK SCHEDULE DOES NOT INCLUDE WORKING ON HOLIDAYS.

f. Holiday pay will not be paid when an employee is on a leave of absence or when an employee is directed to report for work and fails to do so.

g. Public Safety Employees shall be granted one additional day's leave for each legal holiday allowed in the Merit System.

1.118—Hours of Work

A. Except where the nature of the work or the service requires otherwise, all County departments and offices shall remain open for the transaction of business from 8:30 A.M. to 4:30 P.M., Monday through Friday. Except where the nature of work or the service provided requires otherwise, the work week shall be: (1) for all hourly employees forty (40) hours per week exclusive of one-half hour allowed for a lunch period;