



BELL COUNTY PUBLIC HEALTH DISTRICT

4236 Lowes Drive • Temple, TX 76502

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www.bellcountyhealth.org

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Amy J Yeager, MPH
BCPHD District Director

Lara Via, MD
Health Authority

2024 HOLIDAY SCHEDULE

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Jr Day
Monday, February 19	President's Day
Friday, March 29	Good Friday *
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veteran's Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day After Thanksgiving *
Monday, December 23	Christmas
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day

Changes effective 1/1/2024 per District Director, Amy J. Yeager.

This document supersedes all previous time off policies related to Holidays.



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FLOATING HOLIDAYS:

The holidays marked with an (*) will become a Floating Holiday for employees whose regular schedule is usually to be off that day of the week or work partial day that day of the week. Floating Holidays will be tracked and available in Paycom. Employees will have that calendar year (1/1-12/31) to use the Floating Holiday but cannot be used until earned. Each Floating Holiday can be taken in increments of .25 hours with the approval of your supervisor. All unused Floating Holiday time will be lost at the end of that calendar year. Employees must request permission from their supervisor to use their Floating Holiday time and permission will be granted under the same criteria as other requests including consideration of workflow and staffing.

PERSONAL DAYS:

Full-time employees working for BCPH on 1/1/2024 will receive 3 Personal Days. Employees who begin 1/1-3/31 will be given 3 Personal Days to be used after 60 days employment. Employees who begin 4/1-6/30 will be given 2 Personal Days to be used after 60 days employment. Employees who begin 7/1-9/30 will be given 1 Personal Day to be used after 60 days employment. Employees will have that calendar year (1/1-12/31) to use the Personal Days. Each Personal Day can be taken in increments of .25 hours with the approval of your supervisor. All unused Personal Days will be lost at the end of that calendar year. Personal Days will be tracked and available in Paycom. Employees must request permission from their supervisor to use their Personal Days and permission will be granted under the same criteria as other requests including consideration of workflow and staffing.

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