

## **Policy 18      Holidays**

### **18.01 Eligibility**

Regular full-time employees, regular part-time employees, and regular project are eligible for holiday pay. Holiday pay is prorated for part-time employees.

Holidays are in addition to PTO benefits described in Policy 17.

### **18.02 Regular Holidays**

The following paid holidays are recognized for regular employees:

- New Year's Day
- Friday Before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

If the holiday falls on a Saturday, the preceding Friday will be observed as the holiday, and if the holiday falls on a Sunday, the following Monday will be observed as the holiday.

If consecutive holidays fall on Friday and the following Saturday, the first holiday will be observed on Friday and the second on Monday. If consecutive holidays fall on Sunday and the following Monday, the first holiday will be observed on Monday and the second holiday on Tuesday.

New Year's Eve Day and New Year's Day must be observed in the calendar year in which it occurs.

(a) 7-day schedule: accrue PTO as the holiday occurs. Certain employees who normally work a 7-day schedule because of the department's need for coverage on all days of the week may receive an equivalent number of PTO days as the holidays occur in lieu of the regular holidays based on their full- or part-time status. This PTO is in addition to the PTO accrual rates described under Policy 17.

(b) 7-day schedule: holiday pay. Certain employees who normally work a 7-day schedule because of the department's need for coverage on all days of the week may receive pay for the holiday at straight time for each recognized holiday regardless of whether they are scheduled to work the holiday or not. In order to receive the holiday pay an employee scheduled to work on the recognized holiday must actually work as

scheduled, unless on authorized paid leave. Holidays under this section start at the beginning of the regular night shift the evening before the holiday and end at the end of the regular p.m. shift on the evening of the holiday.

(c) 7-day schedule accrue PTO or holiday pay determination. The Director of Human Resources will determine whether policy 18.02(a) or policy 18.02(b) applies to each job class and department which has 7-day scheduled employees.

### **18.03 Floating Holidays**

(a) Floating Holidays. Floating holidays are now built into the accrual rate for PTO.

### **18.04 Holiday Rules**

(a) Holiday Pay. Holiday pay will be at the rate in effect on the holiday. A day of holiday pay consists of 7.5 hours for employees whose regular work week is 37.5 hours, and consists of 8 hours for employees whose regular work week is 40 hours. This is pro-rated for part-time employees based on their status.

For employees on more than an 8-hour per day schedule, the holidays will still be based on 8 hours per day. Employees will need to account for all hours in the pay week by either using PTO to make up the difference or further adjusting work hours.

(b) Limitations. An employee who did not work the employee's scheduled workdays immediately before and after a regular holiday, and was not on PTO for illness, preapproved PTO, or preapproved leave of absence of three days or less, will not receive holiday pay. As a condition of payment of holiday pay, a supervisor (or a department by rule) may require medical certification for any PTO for illness taken in conjunction with the holiday.