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AM-204-1 Part III

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Holiday Compensation

SCOPE

This policy is concerned with holiday compensation for City employees who have been in pay status for at least one (1) day in the payroll period in which the holiday occurs. Permanent full-time employees not scheduled to work on these dates will receive their regular rate of pay. A permanent part-time employee will receive his/her regular rate of pay as holiday compensation providing the observance the holiday falls on the employee's regularly scheduled workday.

City employees who are eligible to receive holiday compensation and who are scheduled to work on a City holiday will be compensated according to their classification under the Fair Labor Standards Act (FLSA) as non-exempt or exempt employees. Employees who are eligible to receive holiday compensation and who are not required to work on a City holiday will be granted their regular rate of pay for the day on which the holiday is observed.

FLSA ELIGIBILITY

NON-EXEMPT EMPLOYEES (CODE F):

Code F employees required to work on a holiday will be compensated either at a pay rate of time and one-half for each hour worked, or compensatory leave computed at a rate of time and one-half for each hour worked.

EXEMPT EMPLOYEES (CODE X):

Code X employees required to work on a holiday will be compensated by receiving their regular pay, plus compensatory leave in an amount equivalent to the hours worked.

DOUBLE SHIFT WORK

Code F employees who normally are engaged in shift work and are required to work a regular shift, plus a second shift on the holiday, will receive normal pay for each of the two shifts worked, plus pay or compensatory leave at the rate of time and one-half for all hours worked on both shifts.

CHARGEABLE LEAVE

Employees scheduled to work on holiday and who cannot report for duty because of sickness will be charged sick leave for that day provided it is reported in the first hour of the shift to the supervisor and the employee has accrued sick leave to cover the occurrence. Failure to properly

a

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m

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notify the supervisor of the sick occurrence as stipulated in this policy will result in a payroll marking of "X" and a complete loss of pay for the day.

An employee authorized a sick leave marking immediately prior to a holiday who is not scheduled to work the holiday will not be charged sick leave for the holiday.

An official City holiday which occurs on an employee's vacation leave day or personal leave day will not be deducted from the employee's vacation or personal leave balances.

TEMPORARY OR SEASONAL EMPLOYEES

Temporary or seasonal employees, including provisional employees, are not eligible to receive holiday compensation. If such employees are required to work on a holiday, they will be compensated for such work at their regular rate of pay.

RELATED DOCUMENTS

For additional information, see:

[AM-204-1](#) (PART I) ANNUAL HOLIDAYS

[AM-204-1](#) (PART II) ELECTION DAYS

AM-204-2 VACATION LEAVE

AM-204-4 PERSONAL LEAVE

[AM-204-14](#) SICK LEAVE

[AM-291-1](#) CIVIL SERVICE CLASSES

[AM-291-2](#) NON-CIVIL SERVICE CLASSES

[AM-234-1](#) TEMPORARY OR SEASONAL APPOINTMENTS