

CHAPTER 610 HOURS OF DUTY

SUBCHAPTER 2 HOLIDAYS

1. **POLICY.** The following legal holidays are observed:

New Year's Day, January 1
Martin Luther King's Birthday, the third Monday in January
Washington's Birthday, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Subchapter.

3. **PROCEDURES.** When a holiday falls on one of the employee's regularly scheduled workdays in his/her basic workweek, that workday is the employee's holiday. When a holiday falls on a day outside the employee's basic workweek, the holiday will be observed as follows:

a. *When the basic workweek is Monday through Friday:*

(1) If the holiday occurs on Saturday, the employee's holiday will be observed on Friday preceding the holiday.

(2) If the holiday occurs on Sunday, the employee's holiday will be observed on Monday following the holiday.

b. *When the basic workweek is other than Monday through Friday:*

(1) If the holiday falls on a regular nonworkday, the workday immediately before that nonworkday will be the employee's holiday.

(2) However, when the nonworkday is Sunday, the subsequent workday is the "in lieu of" holiday.

c. For employees on alternate work schedules:

(1) If a holiday is on a Sunday, the next work day is the in-lieu of holiday. For example, if an employee's basic work week is Tuesday through Friday, the employee's in-lieu of holiday is the following Tuesday.

(2) If the holiday is not on Sunday, the preceding work day is the in-lieu of holiday. For example, if an employee's basic work week is Tuesday through Friday and Monday is a holiday, the employee's in-lieu of holiday is the preceding Friday.

4. SPECIAL PROCEDURES

a. Holiday benefits apply to the calendar day on which the first shift begins when an employee works two shifts which begin within the same 24 hour period in his/her basic workweek.

b. When a half holiday is declared, employees are entitled to holiday benefits for one-half of the shift regularly scheduled for that day. If 8 hours of work had been scheduled, employees would be entitled to 4 hours of holiday benefits; if 16 hours of work had been scheduled, 8 hours; if 4 hours of work had been scheduled, 2 hours, etc.

c. When holidays occur on two consecutive days (such as when Christmas Eve is declared a holiday by Executive Order), entitlement to holiday benefits for either or both days will be determined in accordance with the rules for holidays. If the first holiday falls on a non-workday corresponding to Sunday, benefits for the first holiday carry over to the basic workday that follows the second holiday. If the first holiday falls on a non-workday other than Sunday, or other than a non-workday corresponding to Sunday, the holiday is observed on a workday preceding the holiday.

d. Part-time employees are not entitled to a holiday which falls outside the established work schedule. If a holiday falls on a day a part-time employee is scheduled to work and the employee does not work, the employee is paid for the number of hours scheduled for that day. If a part-time employee works during his/her scheduled hours on a holiday, the employee is entitled to holiday premium pay only for those hours scheduled.

5. AUTHORITY TO REQUIRE WORK ON A HOLIDAY. Each activity, within its discretion, may include a holiday within the official hours of duty or regular workweek of employees and require them to work on that day. When an employee is required to work on a holiday or on other days equivalent to holidays, the employee is paid premium pay for hours worked. When a holiday includes parts of two calendar days, holiday benefits (pay) result only when the holiday falls on the calendar day on which the workday starts.

6. EFFECT OF ABSENCE. An employee cannot receive holiday pay for a holiday when the employee is absent in a nonpay status both before and after the holiday. An employee will receive pay for a holiday when the employee is in a pay status either immediately before or immediately after the holiday.