

Holiday Premium Pay Policy

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Contents:

[Policy](#)

[Covered Employees](#)

[Designated Holidays](#)

[Shift Schedules](#)

[Holiday Compensatory Time](#)

[Overtime](#)

Policy

Employees who are required to work on designated holidays shall be given, in addition to regular salary, premium pay equal to one-half of their regular straight-time hourly rate for such hours as are worked on these days. In addition, holiday compensatory time off shall be given, not to exceed 8 hours. This covers both FLSA non-exempt and exempt employees.

Covered Employees

Full-time permanent, probationary, and time-limited employees are eligible for holiday premium pay.

Part-time (half-time or more) permanent, probationary, and time-limited employees are eligible for holiday premium pay at a prorated amount. \

Temporary, intermittent, and part-time (less than half-time) are eligible for premium pay for actual hours worked on a holiday but are not eligible for equal time off.

Designated Holidays

The State Human Resources Commission establishes one holiday schedule for most employees. Premium pay shall apply on any of the dates designated as holidays.

Institutions of Higher Education establish their own holiday schedule to accommodate academic programs; other institutions requiring a twenty-four hour operation establish a separate holiday schedule to accommodate holidays occurring on Saturday or Sunday when employees are required to work. In such cases, holiday premium pay applies to work performed on those holidays established by individual institutions.

Holiday Premium Pay Policy (cont.)

Shift Schedules

If an agency or unit has regularly established work shifts that change at a time other than midnight, the time of shift change closest to midnight will set the hour limits of the day for purpose of computing premium pay. For example, if shifts change at 11:00 p.m., the holiday period will begin at 11:00 p.m. the night before and end at 11:00 p.m. on the night of the holiday.

Holiday Compensatory Time

Holiday compensatory time (not to exceed 8 hours), at the convenience of the agency, shall be given if an employee is required to work on a holiday. This is necessary to avoid increasing the total work schedule of the employee beyond the hours for which the employee is compensated by regular salary.

Exception: If it is determined that the scheduling of the day off results in extraordinary management inconvenience or overtime pay for job coverage, the eight hours off may be paid for at straight time.

If possible, the time off should be scheduled within thirty days prior to or thirty days after the holiday occurs. If this is not done, the following applies:

- If equal time off is not given within 12 months, it shall be paid in the employee's next regular paycheck.
- Should the employee separate before the holiday occurs, it shall be deducted from the final paycheck.
- Should the employee separate after the holiday occurs and before the time off is given, it shall be paid in the employee's final paycheck.

Holiday compensatory time should be given as soon after the holiday as is possible. If the time off is not given by the end of twelve months, it shall be paid in the employee's next regular paycheck. In the BEACON HR/Payroll System, holiday compensatory time shall be given before any other leave/time (overtime compensatory time, gap hours compensatory time, on-call compensatory time, travel compensatory time, vacation or bonus leave).

Holiday Premium Pay Policy (cont.)

Overtime

Holiday premium pay is paid in addition to any overtime pay due. Premium pay for holiday work will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments.

Example 1: Employee works 14 hours on the holiday (Wednesday) and doesn't take time off in the same week.

Time Recording	Total	M	T	W	Th	F	S	Su
Hours worked	46	8	8	14	8	8		

End Result:

Reg Hours	40
OT @ 1.5	6
Premium @ .5	14

Holiday Compensatory Balance will reflect 8 hours earned.

Example 2: Employee works 14 hours on the holiday (Wednesday) and takes Friday off in the same week.

Time Recording	Total	M	T	W	Th	F	S	Su
Hours worked	38	8	8	14	8			
Holiday Leave						8		

End Result:

Reg. Hours	46
Premium @ .5	14