

POLICY-HR-3509

See Also: N/A

Approved by: _____
Thomas A. Green, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Ed Rutledge

PAYING FOR OBSERVED HOLIDAYS

Definitions:

“eligible employee” - an employee who works or is on approved paid leave on his/her last regularly scheduled work day preceding the holiday and his/her first regularly scheduled work day following the holiday. Temporary employees are NOT eligible employees for the purposes of this Rule; therefore, they do NOT receive holiday pay.

This policy applies to all Intercity Transit non-represented employees.

1. Eligible Employees Receive Holiday Pay

“Eligible employees” receive holiday pay for normally scheduled work hours on observed holidays, up to a maximum of eight hours per holiday. Intercity Transit shall charge hours in excess of eight hours per observed holiday to the employee's accrued vacation leave balances, or based on supervisory approval, charge unpaid leave.

2. Intercity Transit Adopts Paid Holiday Schedule

The Intercity Transit Authority adopts the following observed holidays:

New Year's Day-	The first day of January
Memorial Day:	The last Monday in May
Independence Day-	The fourth day in July
Labor Day:	The first Monday in September
Thanksgiving Day-	The fourth Thursday in November
Christmas Day:	The Twenty-Fifth day in December

Intercity Transit reserves the right to add, eliminate, or in any other way modify observed holidays when deemed in Intercity Transit's best interest.

3. Employees Observing Religious Holidays

Employee's observing religious beliefs that require absence from work, not included in the observed holiday schedule above, shall request approval to take the day off using paid vacation leave.

Effective: June 4, 2008

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Cancels: Personnel Policy Manual Dated 1991, Section 11.11; Memo "Response to March 1991 Draft of Personnel Policy Update – July 5, 1991: 9.04 Overtime; Memo dated May 6, 1997, Floaters Clarified

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4. Departments Establish Holiday Schedules

Departmental employees observe the holiday schedule established for their department.

5. Employees Receive Holiday Pay for Scheduled Days Off

Employees receive pay for observed holidays occurring on their scheduled day(s) off. Employees receive holiday pay based on their normal work hours per day, up to a maximum of eight hours per holiday.

6. Employees Receive Holiday Pay When Required to Work

FLSA exempt employees, required to work on an observed holiday, will receive holiday pay for their normally scheduled work hours if Intercity Transit scheduled the employee to work had a holiday NOT occurred (up to a maximum of eight hours). The employee will also receive pay for the actual hours worked on the holiday.

FLSA non-exempt employees required to work on an observed holiday will receive holiday pay for their normally scheduled work hours, if Intercity Transit scheduled the employee to work had a holiday NOT occurred (up to a maximum of eight hours). The employee will also receive pay at an overtime rate for the actual hours worked on the holiday.