



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Holidays	DOC Policy: 20.8.7
Supersedes:	DOC Policy 20.8.7, Holidays, dated 07/01/99	
Applicability:	Management service and executive service employees; unclassified and classified unrepresented employees. Refer to applicable labor agreements for represented employees	
Directives Cross-Reference: State Policy 60.010.01		

I. PURPOSE

Department employees shall observe legal compensable holidays.

II. POLICY

A. The following are legal compensable holidays:

1. New Year's Day on January 1;
2. Martin Luther King, Jr.'s Birthday on the third Monday in January;
3. President's Day on the third Monday in February;
4. Memorial Day on the last Monday in May;
5. Independence Day on July 4;
6. Labor Day on the first Monday in September;
7. Veterans Day on November 11;
8. Thanksgiving Day on the fourth Thursday in November;
9. Christmas Day on December 25;
10. Every day appointed by the Governor as a holiday;
11. Every day appointed by the President of the United States as a day of mourning, rejoicing, or other special observance only when the Governor also appoints that day as a holiday.

B. The Director may substitute for any of the above listed holidays as another day to be observed by all employees of the department. When an

approved day of observance is otherwise a normal state business day, minimum staff coverage shall be maintained unless the department has effectively communicated to the public the agency is closed in observance of an alternative holiday.

C. Application of Holiday Pay:

1. A full-time employee shall be granted 8 hours time off with pay for each legal holiday. A full-time employee on leave without pay shall be granted time off with pay on a pro-rated basis for each legal holiday.
2. A part-time employee shall be granted time off with pay on a pro-rated basis for each legal holiday.
3. If an employee is on an irregular or flexible work schedule, the supervisor shall make appropriate schedule adjustments. No employee shall receive more than 8 hours of straight holiday pay for any legal holiday.
4. Unrepresented temporary employees working on a holiday shall receive straight time pay. An unrepresented temporary employee may receive a differential of time and one-half if the appointing authority or designee has demonstrated and documented cost savings and business reasons for the exception. The exception for an unrepresented temporary employee to receive holiday differential will be for a specific employee, for a specific holiday and reason. The appointing authority or designee shall submit the documentation to the Payroll Office to authorize the premium holiday pay; payroll shall forward the documentation to Personnel Records for retention for audit purposes.
5. A holiday, which occurs during vacation or sick leave, shall not be charged against such leave.
6. Recognition of Holiday Falling on Saturday or Sunday:
 - a. Whenever a holiday falls on Sunday, the following Monday shall be recognized as a holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be recognized as a holiday. However, a day appointed by the Governor as a holiday or a day appointed by the President of the United States as a day of mourning, rejoicing or other special observance, which day the Governor also appoints as a holiday, shall be observed on the day appointed.
 - b. At the option of the appointing authority or designee, and employee who normally works a rotating shift shall observe a

holiday on the actual day specified in section a. above even though the holiday may fall on Saturday or Sunday.

7. An employee required to work on a holiday shall be compensated at time and one-half in addition to pay for the holiday. The appointing authority or designee shall choose to pay for this work in cash or compensatory time. Cash payment need not be made at the end of the pay period in which the holiday was worked. Compensatory time may be saved. FLSA exempt employees who work on the holiday will be compensated in cash at the rate of one and one-half times their hourly equivalent rate for all hours worked.
8. When a designated holiday falls on an employee's regularly scheduled day off, other than Saturday or Sunday, the holiday shall be subsequently rescheduled, if possible, to another day within the same pay period but no later than during the following pay period. The appointing authority or designee may elect to pay Correctional Lieutenants and Captains in cash for holidays occurring on the employee's regularly scheduled day off.
9. When a holiday occurs between the separation day in one agency and the subsequent hire date in another agency, the gaining agency shall be liable for compensation for the holiday. The hire date in the gaining agency shall be the day following the date of separation from the losing agency.
10. When a holiday occurs on what would normally be the first or last workday of the pay period, an employee who is hired on the first workday of the pay period, an employee who is hired on the first workday or who separates on the last workday shall receive pay for the holiday.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.