



Holiday Compensation

Updated: December 2017





Recognized Legal Holidays

- The City recognizes the following eleven legal holidays:
 - January 1 (New Year's Day)
 - the third Monday in January (Martin Luther King, Jr.'s Birthday)
 - the third Monday in February (Presidents' Day)
 - the last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - the first Monday in September (Labor Day)
 - the second Monday in October (Columbus Day)
 - November 11 (Veterans Day)
 - Thanksgiving Day
 - the day after Thanksgiving
 - December 25 (Christmas Day)



Legal Holiday Pay

- When a legal holiday occurs on a day when an employee is scheduled to work, that employee will receive time off work with pay; eight (8) hours of legal holiday pay (LHP) for the day for a total of eighty-eight (88) LHP hours per year.
- When a legal holiday occurs on a day when an employee is not scheduled to work, that employee earns eight (8) hours of in-lieu legal holiday (HBE) to be taken off at a later time.



LHP for Alternative Work Schedules

Employees working alternative work schedules receive the same amount of LHP as employees working regular work schedules despite that variances in the length of their shifts. To do otherwise would create a windfall for these employees as all work annually 2,080 hours.

- 5/8 – 5 shifts x 8 hours x 52 weeks = 2,080 hours
- 4/10 – 4 shifts x 10 hours x 52 weeks = 2,080 hours
- 9/80 – ((8 shifts x 9 hours) + (1 shift x 8 hours)) x 26 pay periods = 2,080 hours

If an employee working a 4/10 were to receive a 10 hour LHP benefit, that employee would end up receiving 110 hours of LHP versus an employee working a regular schedule only receiving 88 hours LHP even though both work 2,080 hours annually.



Working on the Legal Holiday

- Employees that are regularly scheduled to work on a legal holiday and work on the legal holiday.
 - Salaried Employees ('Z' Symbol) – Shall be paid legal holiday pay ('LHP') for the legal holiday and earn compensatory time off ('CTE') at the rate of time-and-one-half (1.5x) for work on the legal holiday.
 - Hourly Employees (non-'Z' Symbol) – Shall be paid holiday premium pay ('HPP') at the 1.5x rate for all regularly scheduled hours worked in addition to being paid for the legal holiday with LHP.



Working on the Legal Holiday

- Employees that are not regularly scheduled to work on a legal holiday, but work on the legal holiday.
 - Salaried Employees ('Z' Symbol) – Shall earn compensatory time off ('CTE') with rate determined by criteria of applicable MOU.
 - Hourly Employees (non-'Z' Symbol) – Shall be paid overtime ('OST' or 'OTP') with rate determined by criteria of applicable MOU.



Holidays that Fall on an Employee's Regular Day Off

- Employees assigned to seven (7) day-operation departments or employees working a five (5) day work week other than Monday through Friday shall be allowed another day off if a holiday falls on one of their regularly scheduled days off.

DHHR Legal Holidays for Part-time Employees

- Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in a bi-weekly pay period, therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a bi-weekly pay period.
- Holiday time off shall be determined by calculating 1/10 of the hours worked (including legal holiday pay hours) by the part-time employee in the bi-weekly pay period immediately preceding the pay period in which the holiday falls.
- The computation of holiday time off shall be rounded to the nearest hour.



Holidays that Fall on Saturday

- For legal holidays that fall on Saturday, the legal holiday is observed on Friday, but Saturday remains the legal holiday.
- Pursuant to Administrative Code, Chapter 16, Article 1, Section 16.4, City Offices must remain open on Friday. Each Department Head must make provisions for the minimum staffing of any public offices.
- Employees who are assigned to work on Friday and are required to come into work will be paid regular, straight time wages, and will be granted an in-lieu holiday at a later time to be scheduled by mutual agreement with the Appointing Officer.
- Employees regularly scheduled to work on Saturday shall observe the holiday on that day. If required to work on Saturday, hourly employees receive holiday premium pay (HPP) at the rate of time and a half for work on that day in addition to legal holiday pay (LHP).



Holidays that Fall on Sunday

- For legal holidays that fall on Sunday, the legal holiday is the Monday following that Sunday.
- Most City offices will be closed with the exception of seven-day/twenty-four-hour operation departments.
- Employees regularly scheduled to work Monday through Friday shall be off and receive legal holiday pay (LHP), the equivalent of their normal workday hours, not to exceed 8 hours. If required to work, hourly employees receive holiday premium pay (HPP) at the rate of time and a half for work on that day in addition to legal holiday pay (LHP).
- Employees regularly scheduled to work on Sunday observe the holiday on the day it occurs. If required to work, hourly employees receive holiday premium pay (HPP) at the rate of time and a half for work on that day in addition to legal holiday pay (LHP). However, no employee may receive holiday pay for both Sunday and Monday.



Examples for Employees Working 4/10s

| Scenario | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Hours |
|----------|----------------|--------|--------------------------|-----------------|-----------|----------|--------|--|
| One | 6 OTP | | 10 WKP | 10 WKP | 10 WKP | 10 WKP | | 40 WKP 6 OTP |
| Two | 2 OST 4 OTP | | 8 WKP 2 SLP | 10 WKP | 10 WKP | 10 WKP | | 38 WKP 2 SLP 2 OST 4 OTP |
| Three | 2 OST 4 OTP | | 8 WKP 2 SLP | 10 WKP 5 OTP | 10 WKP | 10 WKP | | 38 WKP 2 SLP 2 OST 9 OTP |
| Four | 2 OST 4 OTP | | 8 LHP 2 VAP | 10 WKP | 10 WKP | 10 WKP | | 30 WKP 8 LHP 2 VAP 2 OST 4 OTP |
| Five | 2 OST 4 OTP | | 8 LHP 2 VAP 10 HPP | 10 WKP | 10 WKP | 10 WKP | | 30 WKP 8 LHP 2 VAP 2 OST 4 OTP 10 HPP |

| Scenarios | Pay Codes |
|---|--|
| <p>One – Employee works regular work week plus works 6 additional hours on Saturday</p> <p>Two – Same as above, but employee is out sick for 2 hours on Monday</p> <p>Three – Same as above, but employee works 5 additional hours on Tuesday</p> <p>Four – Same as Scenario One, but Monday is a legal holiday and the employee does not come into work and supplements with 2 hours of vacation</p> <p>Five – Same as above, but the employee works on the legal holiday</p> | <p>WKP – Regular Hours Worked (<i>counted</i> towards overtime) (pensionable)</p> <p>LHP – Legal Holiday Pay (<i>counted</i> towards overtime) (pensionable)</p> <p>VAP – Vacation Leave (<i>not</i> counted towards overtime) (pensionable)</p> <p>SLP – Paid Sick Leave (<i>not</i> counted towards overtime) (pensionable)</p> <p>OST – 1x Overtime (<i>non</i>-pensionable)</p> <p>OTP – 1.5x Overtime (<i>non</i>-pensionable)</p> <p>HPP – 1.5x Holiday Premium Pay (<i>non</i>-pensionable)</p> |