

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**

Standard: **OBSERVED HOLIDAYS**

Section #: B-2

Effective: June 3, 2008

See Also: Paid Time Off; Military Leave; Jury Duty/Court Appearance leave; Leave without Pay; Disability Leave; Timekeeping

### ***GENERAL STANDARD***

The Authority provides full-time employees with commonly observed paid holidays. Regular part-time employees are entitled to pro-rated, observed holiday pay.

### ***SPECIFIC STANDARDS***

The Authority observes the following holidays each year:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Cesar Chavez Day
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. The day after Thanksgiving
12. Christmas Eve
13. Christmas Day
14. New Year's Eve

Prior to the beginning of the calendar year, the Human Resources Department staff shall notify all employees of the year's holiday schedule.

Holidays occurring on Sunday are observed the following Monday, with the exception of Christmas Eve and New Year's Eve, which are observed on the preceding Friday. If a holiday falls on a Saturday, the holiday usually is observed on the preceding Friday. If Christmas or New Year's Day fall on a Saturday, they will be observed on the following Monday.

- ❑ Holiday pay will be given to those employees who regularly are scheduled to work on the holiday or those whose regularly scheduled day off falls on a holiday.
- ❑ Regular part-time employees receive pro-rated holiday pay based on the number of hours scheduled to work.
- ❑ Non-exempt employees who are required to work on a holiday will receive overtime compensation in compliance with applicable state and/or federal laws and in accordance with the provisions of the **Work Schedule and Overtime** Standard.
- ❑ Non-exempt employees who work at least an eight (8) hour shift on such holiday, shall be entitled to the following: 1) pay for hours worked; and 2) pay or Paid Time Off (PTO) credit for holiday compensation, subject to maximum leave accrual provisions.
- ❑ Holidays occurring during an employee's PTO are not charged against the employee's PTO balance unless the employee fails to return to work.
- ❑ Employees on unpaid leaves of absence are not eligible for holiday pay, unless they are on "paid" status, for a regularly assigned shift either immediately preceding or immediately following the holiday.
- ❑ Employees on approved military leave without pay are entitled to holiday pay regardless of paid status.
- ❑ Employees on paid disability leave receive disability pay in lieu of holiday pay.
- ❑ Jury duty/court appearance pay is not paid on an Authority-designated holiday.
- ❑ Terminating employees are paid only through the last day worked.
- ❑ Employees may use PTO time or leave without pay to observe religious holidays.

***PROCEDURE***

Time records shall accurately reflect the employee's time off. Except for employees on disability leave, all Authority-observed holidays, including those occurring when an employee is on PTO, should be recorded as "Holidays" on the time sheets.