

**POLICY 9
HOLIDAY PAY**

Rule 9.03 - Holiday Pay for a Non-Work Day

A holiday will always be a scheduled workday for a full-time eligible employee working a Monday through Friday schedule. However, the calendar holiday might not be a scheduled workday for employees working other than a Monday through Friday schedule (see Rule 8.02), because the calendar holiday is observed as the holiday for these employees. For example, if a calendar holiday falls on a Saturday, an employee who works Sunday through Thursday would not be scheduled for work on the holiday.

A. Holiday Pay for Full-Time Employees Not Scheduled to Work on a Holiday

If a full-time employee who works other than a Monday through Friday schedule is not scheduled to work on a calendar holiday and is eligible for holiday pay, the employee will receive, as necessary operations permit, either (a) a scheduled workday off within two (2) weeks before or after the recognized holiday or (b) additional pay equal to the employee's regular hourly rate times one-fifth (1/5) the number of hours in the full-time weekly work schedule of the class. Well in advance of the recognized holiday, the supervisor shall advise each employee of the alternative to be followed.

B. Holiday Pay for Part-Time Employees

An eligible employee with a part-time appointment, whether on a Monday through Friday schedule or some other schedule, will be paid at the employee's benefit rate for the recognized holiday, irrespective of whether the employee is scheduled to work on the holiday.