TO: LABOR RELATIONS AND PERSONNEL OFFICERS

SUBJECT: Holiday Pay

DATE OF ISSUE: March 1, 1984

CONTRACT: Unit 12 and 15

REFERENCE CODE: CA 82/83-023
EFFECTIVE DATE: September 1, 1983
EXPIRATION DATE: Indefinite

ISSUE: How should a full-time shift employee be compensated when required to work on a holiday.

INTERPRETATION: A full-time employee who works a minimum of forty (40) hours in a week in which a holiday occurs, and is required to work an 8 hour shift on the holiday, shall receive 12 hours straight pay (8 hours credited to the normal day; 4 hours cash payment), plus at the department's option, either eight (8) hours of CTO, holiday credit or cash compensation. Therefore, such employee will receive 20 hours of compensation for eight (8) hours worked on the holiday.

ISSUE: Should the 20 hours of holiday compensation be included when determining the number of hours worked for the purpose of computing premium overtime for the week.

INTERPRETATION: No

ISSUE: How should an employee be compensated for a holiday when the employee works less than eight (8) hours.

INTERPRETATION: If an employee works less than eight (8) hours on a holiday, he/she will only be entitled to the time and one-half cash compensation for the number of hours actually worked on the holiday and a proportionate number of CTO, holiday
Memo re: Holiday Pay

credit or cash compensation. As an example, an employee who works only four (4) hours on a holiday, will receive four (4) hours compensation at time and one-half and at the departments discretion, four (4) hours of either CTO, holiday credit or cash compensation.

If you have further questions regarding this contract interpretation, please call either Michael Navarro, 324-0479 or Joan Bettati, 324-0439.

R. L. RUTHERFORD, CHIEF
Personnel Services Branch