

Policy 3002

From Human Resources

Revision as of 18:24, 19 December 2008 by Uballr1 (Talk | contribs)
 (diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY
MANUAL
MoDOT Personnel Policy Title: <u>Holidays</u>
Policy Number: <u>3002</u> Chapter Title: <u>Leaves of Absences</u>
Effective Date: <u>July 1, 2005</u>
Supersedes Policy Number <u>3002</u> Dated <u>January 1, 2003</u>
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department will observe official state holidays and will provide holiday pay to full-time and permanent part-time employees as described in this policy.

PROVISIONS/REQUIREMENTS

- The following holidays will be observed by the department:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Truman's Birthday	May 8

Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2. When any of the above holidays fall on a Saturday, the holiday will be observed on the preceding Friday. Any holidays which fall on a Sunday, will be observed on the following Monday. Employees with workdays other than Monday through Friday will observe holidays on revised schedules to be determined by their supervisors.

3. Full-time employees will receive eight hours straight-time pay for each holiday. Permanent part-time employees will receive prorated straight-time pay based on the number of hours on payroll during each pay period. See Personnel Policy 0515, "Permanent Part-Time and Job Share Employment," for the prorated earning rates.

4. Full-time employees who normally work four, 10-hour days per week will receive eight hours holiday pay and must use two hours accumulated annual leave (vacation) or compensatory time on each holiday to complete the normal 10 hour schedule. Exceptions can be made to allow extra time worked sometime during that week, other than on the holiday, to be used to "FLEX" for the two hours annual leave or comp time. Work performed on the holiday must be recorded as work. The hours to be used as "FLEX" on a holiday must be worked as additional hours on some other day(s) of the work week due to restrictions within the SAM II System. Please refer to the Financial Management System's Policy and Procedures Manual, Policy 16-01.09, "Reporting Additional Hours" for procedures on how "FLEX" coding can be used.

5. To receive holiday pay, employees must be on the payroll (work or paid leave) immediately before and immediately after each holiday – with the following four exceptions:

- a. When new employees are hired to start at the beginning of January and New Year's Day is observed in January. For this exception, employees must work their first scheduled workday in January to receive holiday pay for New Year's Day.
- b. When employees are returning from a workers' compensation injury or leave without pay, and the workday they are released to return to work is an observed holiday. For this exception, the appropriate holiday pay will be provided. If the return to work date is after an observed holiday, holiday pay will not be provided.
- c. When employees are resigning in good standing or going on an approved leave of absence without pay, and they work their last scheduled workday before the holiday. For this exception, employees must work their normal (full) schedule to receive holiday pay. Any other holidays occurring between the last day physically worked, and the effective date of resignation or leave of absence without pay will be charged to annual leave or compensatory time, unless a documented injury or illness is involved. When a documented injury or illness is involved, an employee will continue to earn holiday pay as long as he/she is on payroll on the last normally scheduled workday before the holiday.
- d. When employees have signed papers to retire from the department. For this exception, employees who are in paid leave status will continue to receive holiday pay between their last day of work and their effective date of retirement.

CROSS REFERENCES

Personnel Policy 0515, "Permanent Part-time and Job Share Employment"

Time

Reporting" (http://financialpp.gh.modot.local/index.php/Employee_Overtime_Choice#Time_Reporting_Guidelines)

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