

Holiday Pay - Frequently Asked Questions

Which holidays does the state observe?

- New Year's Day – January 1
- Martin Luther King Jr./Civil Rights Day – 3rd Monday in January
- Lincoln/Washington Presidents' Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Columbus Day – 2nd Monday in October
- Veterans Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Day – December 25

If a state service holiday falls on a Saturday or Sunday, when will the holiday be observed?

State service holidays that fall on a Saturday are observed on the preceding Friday and those that fall on a Sunday are observed on the following Monday.

If the holiday falls on an employee's regularly scheduled work day, how much compensation is the employee entitled to?

An eligible employee is entitled up to 8 hours of holiday compensation depending on the employee's work schedule.

Is an employee who works a compressed work schedule (four 10 hour days per week) entitled to be paid for 10 hours of holiday compensation if the holiday falls on one of the employee's work days?

An employee will be paid for 8 hours of holiday leave if the holiday falls on one of the employee's work days. At the option of the agency head, an employee may use annual leave or compensatory leave, if available, for the additional 2 hours of the work day on which a holiday falls or be required to adjust the work schedule during that work week to five 8 hour days.

How will an employee on a 9/80 work schedule be compensated for holidays?

An employee on a 9/80 work schedule will be compensated up to 8 hours of holiday leave. If the holiday falls on the employee's 8 hour work day the employee is entitled to an 8 hour holiday on that day. If the holiday falls on the employee's 9 hour work day, the employee is entitled to an 8 hour holiday and, at the discretion of the agency head, may use 1 hour of annual leave or compensatory leave for the remainder of the holiday work day or be required to adjust the work schedule during weeks of the pay period to five 8-hour days.

If an employee is not scheduled to work on the work day immediately preceding or following the holiday, will they still be eligible for holiday pay?

The employee's status and schedule will determine the eligibility for holiday compensation if not scheduled to work on the work day immediately preceding or following the holiday. Discussion with your agency HR manager is recommended to determine your situation.

If an employee is on any type of paid leave (sick, annual, donated annual, bereavement, etc.) status, will they be entitled to holiday pay?

If the day on which the holiday is observed is during a scheduled paid leave period, holiday leave is substituted for the scheduled paid leave.

Are part-time employees eligible for holiday pay?

Part-time employees who are **scheduled** to work or required to work on a day on which a holiday is observed, receive a proportional amount of holiday pay. Part-time employees who work $\frac{1}{4}$, $\frac{1}{2}$ or $\frac{3}{4}$ time are entitled to holiday pay depending upon the percentage of time worked. An employee who works less than $\frac{1}{4}$ time is not eligible for holiday pay.

Does an employee who is on leave without pay (LWOP) receive holiday pay?

An employee who is on LWOP on the employee's workdays immediately before or following a holiday does not receive holiday compensation.

Do temporary, emergency or clerical pool employees receive holiday pay?

Temporary, emergency or clerical pool employees who are scheduled to work or required to work on a holiday are eligible to receive holiday pay provided they are in a pay status their work days before and their work days after the observed holiday.

Will a suspension affect an employee's eligibility for holiday pay?

Suspensions are not intended to affect an employee's eligibility for holiday compensation. An employee who is on suspension without pay either immediately preceding or immediately following a day on which a holiday is observed will be eligible for the holiday. If agency management is considering issuing a suspension during a holiday week, the agency Human Resources Office should be notified prior to the suspension being issued to alleviate pay issues involving holiday pay.

Will an employee who is required to work on a holiday receive holiday compensation in addition to the number of hours worked on the holiday?

An employee, covered by the ADOA Personnel Rules, who is required to work on a day on which a holiday is observed shall receive compensation for the number of hours worked on the holiday and granted up to 8 hours of holiday compensation. At the agency head's discretion, the holiday compensation may be either additional pay at the employee's current rate of pay, annual leave, or time off following the holiday and during the pay period in which the holiday is observed or in the following pay period.

An employee who is not covered under state merit system rules and excluded from receiving either overtime pay or compensatory leave, who is required to work on a day on which one of the holidays is observed, shall receive only his/her regular salary and does not receive any additional compensation for hours worked on the holiday.