Holiday Compensation Matrix by Appointment Type and Work Schedule

This chart provides the general rules, per appointment type, for providing legal holiday pay (LH) and holiday work pay (HP). While the major exceptions are noted, please reference the specific, applicable MOU when administering these pays.

Appointment Type	Work Schedule	Legal Holiday Pay (LH)	Holiday Work Pay (HP)
Temporary Exempt	As-Needed	not eligible[1]	not eligible[1]
	Full-time (FT)	8 hours	1.5 x number of hours worked
	Part-time (PT)	pro-rated[2]	1.5 x number of hours worked[2]
Permanent/Provisional	Full-time (FT)	8 hours	1.5 x number of hours worked
	Part-time (PT)	pro-rated[2]	1.5 x number of hours worked[2]

Definitions:

Legal Holiday Pay (LH) - paid time off received when an employee is off on a legal holiday
Holiday Work Pay (HP) - overtime rate of pay (1.5x) for working on a legal holiday
As-Needed - intermittent, not regularly scheduled

Exceptions:

[1] SEIU UHW, 535 and 790 represented employees, who are in temporary appointments, are eligible to receive LHs and HP after working 1040 hours in a rolling twelve (12) month period (¶427). P-103 Per Diem employees represented by SEIU 790 shall receive HP compensation for working on Thanksgiving Day, Christmas Day or New Year's Day, but are not eligible for LHs. Consolidated Craft MOU - if an employee worked forty (40) hours in the pay period in which the holiday falls, that employee shall be eligible to earn overtime (1.5x) for working on a legal holiday, including as-needed employees (¶239).

[2] Part-time employees must be regularly scheduled twenty (20) or more hours per bi-weekly pay period *(10 hours per week)* to be eligible for HP or pro-rated LHs.

• Persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive any holiday compensation (HP/LH).

Notes:

• Temporary Exempt, As-Needed employees may only work 1040 hours in a given fiscal year pursuant to Charter Section 10.104(16)

• Employees that are in classifications designated “Z” are eligible for legal holiday pay (LH), but ineligible for holiday work pay (HP). However, SEIU UHW, 535 and 790 represented employees that are designated "Z" may, at the end of each fiscal year, choose to receive a cash payment in lieu of accrued compensatory time for each holiday worked during the fiscal year.