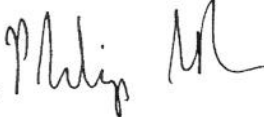




MEMORANDUM  
DHR. No. 28-2006

**Date:** October 20, 2006

**To:** Department Heads  
Personnel Officers  
Payroll and Personnel Representatives

**From:** Philip A. Ginsburg  
Human Resources Director 

**Subject:** **Veterans' Holiday November 11, 2006**  
**Observed Holiday Staffing and Compensation**

The November 11<sup>th</sup> Veterans' Day holiday falls on a Saturday this calendar year. Friday, November 10<sup>th</sup>, is the **observed** holiday.

Pursuant to Administrative Code Section 16.4, City Offices must remain open on Friday, November 10<sup>th</sup>. Each Department Head must make provisions for the minimum staffing of any public offices.

Employees assigned to a work week of Monday through Friday and who are assigned to work on this date, will be paid regular, straight time wages, and will be granted an in-lieu holiday at a later time to be scheduled by mutual agreement with the Appointing Officer.

Employees assigned to seven day-operation departments or employees working a five day work week other than Monday through Friday are allowed another day off if the holiday falls on one of their regularly scheduled days off. Employees whose holidays are changed because of shift rotations are also afforded another day off if a legal holiday falls on one of their days off.

Employees regularly scheduled to work on Saturday, November 11<sup>th</sup> shall observe the holiday on November 11<sup>th</sup>. **If required to work** on November 11<sup>th</sup>, these employees receive holiday compensation at the rate of **time and a half** for work on that day.

Please refer to relevant MOUs for details regarding the assignment of personnel and compensation requirements for personnel assigned to work on legal or substitute holidays.

For further questions, please call Steven Ponder, Compensation Manager, at 557-4917.

**Holiday Compensation Examples by Work Schedule and Overtime Status**

**Legal Holiday Pay (LH)** - paid time off an employee receives when off on a legal holiday

If an employee works on a legal holiday,

- the employee is paid 8 hours LH if that employee is regularly scheduled to work that day
- the employee earns 8 hours legal holiday in-lieu (HE) if that employee is not regularly scheduled to work that day

**Holiday Work Pay (HP)** - equivalent to overtime rate of pay (1.5x) for working on a legal holiday

- If an employee works on a legal holiday, that employee receives holiday work pay (one-and-one-half time) for all hours worked
- Employees in classifications designated 'Z' (FLSA exempt) receive compensatory time off (CT) at the rate of one-and-one-half times in lieu of HP

**Other Relevant Regular Pay Codes**

OT - Overtime at one-and-one-half times

OE - Compensatory time earned (at one-and-one-half times)

HE - Holiday in-lieu earned

**Examples: all employees are regularly scheduled for five 8-hour shifts (full time)**

Employee A regularly scheduled Mon-Fri, this week works Mon-Sat

Employee B regularly scheduled Tue-Sat, this week works Tue-Sat

Employee C regularly scheduled Mon-Fri, this week works Mon-Fri

Employee D regularly scheduled Mon-Fri, this week works Mon-Thu, off Fri

Employee E regularly scheduled Mon-Fri, this week works Mon-Thu, off Fri, and works Sat

Employee F (FLSA Exempt) regularly scheduled Mon-Fri, this week works Mon-Sat

Employee G (FLSA Exempt) regularly scheduled Tue-Sat, this week works Tue-Sat

Legal Holiday: Date: Day of the Week:	(Observed) 11/10 Friday	Veterans' Day 11/11 Saturday
Employee A	8 WK 8 HE	8 OT (12 hours pay)
Employee B	8 WK	8 HP (12 hours pay) 8 LH
Employee C	8 WK 8 HE	-
Employee D	8 LH	-
Employee E	8 LH	8 OT (12 hours pay)
Employee F	8 WK 8 HE	8 OE (12 hours earned)
Employee G	8 WK	8 OE (12 hours earned) 8 LH

**Holiday Compensation Matrix by Appointment Type**

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 <sup>1</sup>	not eligible <sup>1</sup>
	Full-time (FT)	8 hours	1.5 x number of hours worked
	Part-time (PT)	pro-rated <sup>2</sup>	1.5 x number of hours worked <sup>2</sup>
Permanent/Provisional	Full-time (FT)	8 hours	1.5 x number of hours worked
	Part-time (PT)	pro-rated <sup>2</sup>	1.5 x number of hours worked <sup>2</sup>

**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:**

<sup>1</sup> 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).

<sup>2</sup> 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.