

 Metro | *Policies and procedures*

Subject Holidays
Section Human Resources
Approved by MERC Commission

EXCERPT FROM MERC PERSONNEL POLICIES (2007; updated 2013)

Policy is under review. Numbering has been changed from original manual; content is from former Section 16.1, MERC Personnel Policies (2007), updated 2013.

HOLIDAYS

1. The following shall be considered holidays for full-time employees. However, Personal Days ~~(16.1 C)~~ cannot be utilized by employees in their initial probationary period.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday Following Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25
Three Personal Days	Open

- a. Exempt employees working on a holiday will be compensated at their regular rate of pay and the holiday will be accrued to be taken at a later date within the same fiscal year. Non-exempt employees who work on a holiday and are eligible for overtime compensation shall receive one-and-one-half (1 1/2) time compensation for the time worked if the employee has actually worked 40 hours during the week in which the holiday occurs. If the employee has not worked 40 hours during the week in which the holiday occurs, payment for time worked will be at straight time. Additional holiday compensation does not apply to personal days ~~(16.1 D)~~.
- b. For those individuals who work more than eight (8) hours a day (i.e., 9, 10, or 12 hour days) as their normal schedule, the number of holiday hours paid for personal and recognized holidays shall be equal to the number of hours in their regular workday.
- c. The three (3) personal days may be used at the employee's discretion during the fiscal year in which they accrue.

Employees hired between July 1 and October 31 will receive three (3) personal days; employees hired between November 1 and February 29 will receive two (2) personal days; and employees hired between March 1 through June 30 will receive one (1) personal day. Requests to use personal days will be handled as vacation leave ~~(16-2C)~~. If the personal holidays are not taken within the fiscal year, they will be lost.

Personal days cannot be utilized by employees in their initial probationary period.

Employees hired between January 1 and June 30 may carry their personal holiday(s) earned during probation until the end of the following fiscal year.

- d. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday the following Monday shall be observed as the holiday. Full-time employees working an irregular workweek shall receive the same number of holidays as employees working a regular workweek unless otherwise defined in a collective bargaining agreement.

Update (Oct. 2013) – Veterans Day: All veterans who served on active duty for at least 6 months and received a discharge under honorable conditions are eligible to take Veterans Day off if they would otherwise be required to work that day, unless it would cause a significant economic or operational hardship to Metro. In that case, the employee will be granted an alternate day off to honor his or her service. Requests for Veterans Day off must be made 21 days in advance or within the timeframe specified by the department's scheduling procedures.