

# Policies and procedures



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

**Subject**            **Holidays for Non-Represented Health Benefits-Eligible Employees**  
**Section**            **Human Resources**  
**Approved by**      **Martha Bennett, Chief Operating Officer; MERC Commission**

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## **POLICY**

*Metro provides non-represented health benefits-eligible regular and limited duration employees with paid holidays.*

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## **Applicable to**

All metro non-represented regular and limited duration employees who work 20 hours or greater and are eligible for health insurance and paid holidays.

Paid holidays may be available for represented employees as determined by the applicable collective bargaining agreement.

## **Definitions**

**Personal Holiday** - For purposes of this section, a personal holiday is any day chosen by the employee and approved by the supervisor which would otherwise be a regular scheduled workday.

The following shall be considered paid holidays.

<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
Two Personal Holidays	

## **Guidelines**

1. Two personal holidays are allowed each fiscal year on days of each employee's choice, subject to schedule approval of the supervisor. The personal holidays are non-cumulative from fiscal year to fiscal year and must be taken by the employee within the fiscal year in which they accrue.
2. No payment for floating holidays accrued and not taken shall be provided for any employee upon termination of employment for any reason.
3. If any such holiday falls on a Sunday, the following Monday shall be given as that holiday. If any such holiday falls on a Saturday, the preceding Friday shall be given as a holiday.
4. Holidays which occur during vacation or sick leave shall not be charged against such leave.
5. Regular and limited duration part-time employees shall receive holiday pay on a prorated basis, based on their hours of work.
6. 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.
7. 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.
8. 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.

## **Responsibilities**

### Employee:

1. To follow the above guidelines regarding holidays and requesting Personal holidays.
2. To code hours in the timekeeper system accurately for holidays and other time off.

### Supervisor and Department Director:

1. To adhere to the above policy when granting time off for holidays.
2. To verify time is appropriately denoted in the timekeeping system prior to approving an employee's timecard.