

# Policies



**Subject** Holidays for Non-Represented Health Benefits-Eligible Employees  
**Section** Human Resources  
**Approved by** Marissa Madrigal, Chief Operating Officer  
**Approved on** June 15, 2020  
**Replaces** Holidays for Non-Represented Health Benefits-Eligible Employees adopted on January 1, 2020

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

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## Policy

1. This policy is applicable to all Metro and MERC non-represented regular and limited duration employees who work 20 hours or more 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.
2. Personal Holidays.
  - a. For purposes of this section, a personal holiday is any day off chosen by the employee and approved by the supervisor which would otherwise be a regular scheduled workday.
  - b. Personal holidays will be granted as follows:
    - i. New employees hired between January 1 and June 30 will be awarded one personal holiday, granted upon date of hire, to be used by the end of the following fiscal year.
    - ii. New employees hired between July 1 and December 31 will be awarded two personal holidays, front-loaded at the beginning of each fiscal year, to be used by the end of the current fiscal year.
  - c. Personal holidays may be used while on probation.
  - d. Except for the provision in section 2.b.i. above, 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.
  - e. No payment for personal holidays accrued but not taken will be provided for any employee upon termination of employment for any reason.

3. Paid Holidays. The following are designated paid holidays.

Holiday	Date
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
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day (1)	Fourth Thursday in November
Thanksgiving Day (2)	Fourth Friday in November
Christmas Day	December 25

4. If any of the above-designated paid holidays fall on a Sunday, the following Monday will be observed as that paid holiday. If any paid holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday. When an employee is unable to observe a holiday because the holiday falls on the employee's day off due to a flexible schedule, the employee will be granted a different day off within the same workweek.
5. Paid holidays which occur during vacation or sick leave will not be charged against the leave.
6. Regular full-time, limited duration and part-time exempt employees, will be paid personal and paid holidays based on the number of hours in their regularly scheduled workday (i.e. 8, 9, 10, or 12). For part-time, non-exempt employees, personal and paid holidays will be pro-rated to their FTE. Below is a grid that outlines these parameters.

Position Type	Vacation	Sick	Paid Holiday	Personal Holiday
Regular Full-Time	Levels 1, 2, 3	.05 per hour paid	Full Shift	Full Shift
Limited Duration	Levels 1, 2, 3	.05 per hour paid	Full Shift	Full Shift
Part-Time Exempt	Prorated	Prorated	Full Shift	Full Shift
Part-Time Non-Exempt	Prorated	Prorated	<i>Prorated</i>	<i>Prorated</i>

7. Exempt employees who work on one of the above-designated paid holidays will be compensated at their regular rate of pay and may take one day off with pay at a later date within the same fiscal year subject to supervisor approval.
8. Non-exempt employees who work on a paid holiday and are eligible for overtime compensation will receive one-and-one-half times their regular rate of pay per hour 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 paid holiday occurs, payment for time worked will be at straight time.

9. Full-time employees working an irregular workweek will receive the same number of holidays as employees working a regular workweek.
10. Requests for religious accommodation of time off and / or schedule modification to observe religious holidays that are not observed by Metro will be granted through a Religious Accommodation whenever it is possible to do so without causing undue hardship on the conduct of Metro business.