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Paid holidays off

Regular status employees receive several paid holidays off each year. For full-time employees the number of hours paid for each holiday is the same as you would work, for example 8 hours if you usually work 8-hour days, 10 hours for those who work four, 10-hour days. Part-time employees receive a pro-rated amount based on the average hours worked in a 6-month review period.

Holiday pay

Many regular status employees who work a Metro-recognized holiday receive holiday pay for hours worked, usually at a premium higher than their regular pay. Learn more about holiday pay at these links:

[Union represented employees](#)

[Metro holiday pay policy for non-represented employees](#)

Holidays and Work Share

If you are currently participating in Work Share keep these things in mind:

- **Paid holidays off:** Employees can take paid holidays and participate in Work Share. For example, using Memorial Day and an employee who reduces their schedule by taking Fridays off: The holiday is taken on Monday, May 31 and the employee has the day off on Friday, June 4 for their furlough or reduced schedule, and works that Tuesday, Wednesday and Thursday.
- **Holiday pay:** For employees on Work Share, receiving the additional premium pay for working the holiday could impact their eligibility for unemployment compensation.

SUPERVISORS: Please be sure to follow these instructions in Kronos for employees who are on Work Share **and** who work a holiday. Any delays or errors on this could result in employees being disqualified for Work Share during a holiday week.

1. In Kronos, please move the time worked for the holiday from “holiday worked” to “holiday worked straight time”.
2. Then move “holiday pay” to “comp earned”. The comp earned will be placed in their comp leave bucket and they will get the premium for future use.

Kronos instructions for Holidays

Information on how to enter holidays, holiday pay and deferred holidays is available on the MetroNet. [Kronos documentation for managers](#)