

## ***HUMAN RESOURCES MEMORANDUM***

<b>SUBJECT:</b> HOLIDAY COMPENSATION	<b>NUMBER:</b> HR 07-017
<b>DISTRIBUTION:</b> <b>OHR PERSONNEL, OFFICE CHIEFS, BRANCH CHIEFS, SUPERVISORS, MANAGERS, PERSONNEL LIAISONS, and ATTENDANCE CLERKS</b>	<b>DATE ISSUED:</b> May 1, 2007
	<b>SUPERCEDES:</b> HR 99-029C HR 01-04 HR 02-023 & 02-023A HR 03-007A & B

Effective May 1, 2007, the Holiday Pay Straight Time Day, Evening and Night (HPSD/E/N) and the Holiday Pay Premium Day, Evening and Night (HPPD/E/N) expenditures were removed to provide a consistent method of reporting holidays in PAL and allow for proper compensation of overtime in a week that includes the holiday. **No changes were made to the bargaining unit contracts for holiday compensation.**

Employees in WWG 2 will now report their time worked on holidays using the regular Straight Time Day, Evening and Night expenditures (STD/E/N), or the available overtime/CTO expenditures for time worked in excess of 40 straight time hours in a work week. Please direct your employees to report their time as outlined in this memo and refer them to the [PAL Holiday Entries Guide](#).

Although the holiday pay expenditures will no longer be available in PAL, a Holiday Pay Report will calculate the approved time worked on holidays and compensate employees through a separate pay warrant approximately the 8<sup>th</sup> workday of the following pay period. This time, when reported in accordance to the revised PAL Holiday Entries Chart, is keyed manually by your OHR Personnel Transactions Specialist.

Training regarding the new holiday pay reporting in PAL is available on the following dates:

Classification/Title	Date/Time	Location
OHR PTU Specialists, Attendance Clerks and Personnel Liaisons	May 10, 2007 @ 9-11 a.m. May 17, 2007 @ 9-11 a.m. May 24, 2007 @ 9-11 a.m.	Ziggurat Building 707 Third Street; Room 1-322 West Sacramento, CA 95605
DGS Managers, Supervisors and Employees	May 7, 2007 @ 1:30 – 3:30 p.m. May 29, 2007 @ 9-11 a.m. May 29, 2007 @ 1:30 – 3:30 p.m.	Ziggurat Building 707 Third Street; Auditorium West Sacramento, CA 95605

Supervisor approval is required before attending either training.

- OHR PTU Specialists, Attendance Clerks and Personnel Liaisons must email or phone Mary Ellen Ruiz at (916) 376-5383 or Selina Mulligan at (916) 376-5382 to sign up for training.
- DGS Managers, supervisors and employees do not need to sign up to attend their training sessions.

As provided in previous HR memos on Holiday Pay, this memorandum highlights the holiday pay provisions for **excluded and rank and file employees** in Bargaining Units (BUs) 1, 2, 4, 9, 10, 11, 12, 13, 14 and 15 and provides instruction on how employees should report their time in Project Accounting and Leave (PAL).

The following table outlines the specific holiday pay provision effective dates for the various BU's:

<b>BARGAINING UNIT</b>	<b>EFFECTIVE DATE</b>
1, 2, 4, 11, 14, 15	July 1, 2005
9	July 2, 2003
12	January 1, 2006
10, 13	July 1, 2006

**Work Week Group (WWG) 2 Employees (including excluded employees)**

When an employee is required to work on an observed holiday, the employee shall receive eight hours of holiday credit and one and one-half (1½) the hourly rate for all hours worked on the observed holiday (refer to the Holiday Pay Entries chart). The method of compensation is at the State's discretion and employees will be compensated in cash and holiday credit.

**WWG 2 Employees (Part-time; including excluded employees)**

Part-time employees who are required to work on an observed holiday shall be entitled to compensation as follows: a pro-rated amount of holiday credit as specified in the chart below, and one and one-half (1-1/2) compensation for all hours worked on the observed holiday. Employees will be compensated in cash and holiday credit.

<b>TIME BASE</b>	<b>HOLIDAY CREDIT EARNINGS</b>
9/10	7.2
7/10	5.6
3/10	2.4
1/10	1.8
7/8	7.0
3/4	6.0
5/8	5.0
1/2	4.0
3/8	3.0
1/4	2.0
1/8	1.0
4/5	6.4
3/5	4.8
2/5	3.2
1/5	1.6

WWG 2 employees that are required to work overtime on a holiday are paid for all hours worked in excess of forty (40) straight time hours in the work week, in addition to any premium rate described above.

Holiday Credit may be requested and taken in fifteen (15) minute increments.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of a holiday shall be considered as time worked by the employee.

**WWG E or SE Employees (all BU's except BU 10, 12 and 13)**

When an observed holiday falls on an employee's regularly scheduled day off, the employee accrues up to eight (8) hours of holiday credit. If the employee is required to work on an observed holiday, the employee shall receive eight (8) hours of holiday credit and four (4) hours of informal time off (ITO). In order to receive credit for the holiday credit and ITO, employees must post the earnings in Project Accounting and Leave (PAL) towards the correct global leave alias with the appropriate hours. The global leave alias for holiday credit is HC-EARN and the global leave alias for ITO is ITO/ATO-EARN.

**WWG E or SE Employees (BU 10)**

When an observed holiday falls on an employee's regularly scheduled day off and the employee is required to work, the employee shall receive eight (8) hours of holiday credit and one hour of Administrative Time Off (ATO) for every two (2) hours worked. In order to receive credit for the holiday credit and ATO, employees must post the earnings in PAL towards the correct global leave alias with the appropriate hours. The global leave alias for holiday credit is HC-EARN and the global leave alias for ATO is ITO/ATO-EARN.

Questions regarding this memorandum should be directed to your assigned Personnel Services Specialist or Supervisor.

**JINNY MUNRO, Manager**

Labor Relations Unit

JM:TBW

cc: Personnel Transactions Unit  
Personnel Analysts