



Town of Chapel Hill, NC Policy Number: PP 2-3

Holiday Leave and Holiday Premium Personnel Policy Effective Date: September 1, 2018

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Approved By:

Roger L. Stancil, Town Manager

Holiday Leave and Holiday Pay Premium Policy –Non Public Safety Employees

I. POLICY

All regular full- and part-time employees of the Town receive holiday leave for all Town-designated holidays. Employees who are called in or required to work on any designated Town holiday receive a holiday premium. Public Safety employees are covered under a different policy.

[Town of Chapel Hill Ordinance 14-68-69](#)

II. PURPOSE

Holiday Leave for Town holidays is provided as an employment benefit to all regular Town employees. We recognize that essential town services must continue during holidays. Providing a Holiday Premium for regular employees who must work on holidays supports Equity in the workplace and rewards Professionalism.



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town’s residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.



Professionalism: We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

III. PROCEDURE

The Director of the Human Resource Development Department is authorized to issue procedures consistent with this policy.

	Town of Chapel Hill, NC	Policy Number: PP 2-3	I. POLICY II. PURPOSE III. PROCEDURE IV. FORMS/INSTRUCTIONS V. ADDITIONAL CONTACTS VI. DEFINITIONS VII. RESPONSIBILITIES VIII. APPENDICES IX. FAQ X. SCOPE XI. RELATED INFORMATION XII. POLICY HISTORY	Approved By:  Cliff Turner, Director Human Resource Development
	Holiday Leave and Holiday Pay Premium Procedures for non-Public Safety Employees	Effective Date: September 1, 2018		

III. Holiday Leave and Holiday Premium Procedures- All Regular Non Public Safety Employees

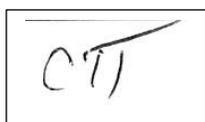
This policy applies to all regular full-and part-time employees of the Town, other than Public Safety employees, who are covered under a different policy and procedure. These procedures are issued by the Director of Human Resource Development to implement the Holiday Pay Policy, PP 2-3, issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

The Town’s recognized holidays are outlined in the Code of Ordinances, [Section 14-68-69](#) and published on the Town’s calendar. Departments may modify the date they observe the holiday in order to meet operational requirements. Departments should submit these modifications to Human Resource Development and Business Management no later than November of each year for the following year.

- A. **HOLIDAY LEAVE:** All eligible employees receive a fixed amount of Holiday Leave pro-rata based on the number of base hours of their position. The amount of Holiday Leave is not influenced by variable scheduling. Below are some examples of the most common base hour schedules for employees other than public safety employees.

TABLE 1
Holiday Leave Hours for Regular Town Employees other than Public Safety

Scheduled Weekly Hours	Amt. of Holiday Leave Hours
20	4
30	6
37.5	7.5
40	8



B. Holiday Leave General Provisions:

1. Must be in Pay Status: an employee must be in pay status during the week in which the holiday occurs to receive Holiday Leave.

- a) FMLA: An employee who is in pay status by using their own leave during an FMLA leave will receive Holiday Leave for a holiday that occurs while they are in pay status. Any Holiday Leave received while on FMLA is paid out to the employee in the pay cycle that includes the holiday. However, **it does not increase** the total amount of FMLA leave time available to the employee.

An employee who is on any type of unpaid leave does not receive Holiday Leave for holidays that occur during the leave period.

- b) Workers Compensation: An employee who is on workers compensation is covered under current workers compensation law regarding holiday Leave.

2. If the employee is using their own sick or annual leave when the holiday occurs: the employee receives Holiday Leave for the holiday and does not have to use annual or sick leave for that day. The Holiday Leave is paid out in the pay cycle that includes the holiday.

- a) Special Paid Leave Programs funded by the Town: Holiday Leave is included as part of these types of paid leave programs. An employee who is on any type of Town-sponsored special paid leave, such as paid parental leave, does not receive any additional Holiday Leave or pay as a result of the holiday.

Example: Employee on Paid Parental Leave

Sam is a 40 hour per week employee who is on paid parental leave during the week of July 4th. Sam would receive a paycheck for 40 hours for that week. Sam would not receive any additional pay because it was a holiday.

3. Employees who work non-discretionary alternative schedules: Some Town employees have route related non-discretionary alternative schedules that are **set by the department** to meet business objectives; for example, solid waste collectors who work a 4 day work week, or bus drivers who work according to route schedules set by the department based on service requirements. In the event that the provisions of this policy would result in a pay reduction for this type of employee due to an inability to make up the hours lost, the department will make the employee whole to the level of their regularly scheduled hours.

- a) Employees who have a flexible schedule due to their own request will be bound by the provisions of this policy.

C. How Holiday Leave is Credited and Used

1. Exempt employees:

- a) If the employee is scheduled to work on the holiday, but does not work because their department is closed—then the Holiday Leave hours are used to maintain the employee’s regular pay for the pay period that includes the holiday.
- b) If the holiday falls on the employee’s normal day off—then the employee can bank the Holiday Leave hours to be taken off at a later date. These hours have no cash value upon separation from employment.
- c) If the employee works on the holiday: the Holiday Leave hours are paid to the employee in the regular pay period and the employee receives a holiday premium for the hours worked. Please see the [Holiday Premium Procedures](#) below for information on how an exempt employee is compensated for hours actually worked on a holiday.

2. Non Exempt Employees:

- a) If the employee is scheduled to work on the holiday but does not work because their department is closed—then the Holiday Leave hours are paid out to the employee in the pay period that includes the holiday.
- b) If the holiday falls on the employee’s normal day off—then the employee will be paid for their Holiday Leave at straight time in the pay period that the holiday occurs.
- c) If the employee works on the holiday—then the Holiday Leave time is paid to the employee in their regular pay period and the employee receives a Holiday Premium for working on the holiday. Please see the [Holiday Premium Procedures](#) below for information on how a non-exempt employee who works on a holiday is compensated for hours actually worked on a holiday.
- d) Coordination With Overtime: Holiday Leave hours are not used when computing overtime. Only hours actually worked during the pay period count towards overtime pay for FLSA non-exempt employees.

D. Holiday Premium

When an employee is REQUIRED to work on a Town Holiday, then the employee is eligible for Holiday Premium.

1. FLSA-Exempt Employees: An exempt employee who is REQUIRED to work on a Town Holiday receives their Holiday Leave as part of their regular pay for the pay period. They will receive Holiday Premium as an hour for hour credit of time actually worked on the holiday. That time is credited to their compensatory time balance. These hours can be used for time off at a later date. An exempt employee must be required by their supervisor to work on a Town holiday in order to receive Holiday Premium hours.
2. FLSA-Non-Exempt Employees: a non-exempt employee who is REQUIRED to work on a Town Holiday receives their Holiday Leave as straight time pay during the regular pay period, and is paid a Holiday premium at 1.5 times their regular rate of pay for all the hours worked on the holiday, regardless of other hours worked.

FORMS/INSTRUCTIONS

V. ADDITIONAL CONTACTS:

Payroll Office 919-968-2712 or payroll@townofchapelhill.org
 Human Resource Development 919-968-2700 or HR@townofchapelhill.org
 Ombuds Office 919-265-0806 or Ombuds@townofchapelhill.org

VI. DEFINITIONS

- A. **Holiday Leave**: The Current Town ordinance recognizes 11 holidays. All regular full and part time employees receive holiday leave for each holiday as a benefit of employment. The amount of holiday leave an employee receives is calculated on their base work hour schedule.
- B. **Holiday Premium**: is the way an employee is compensated when the employee must work on a Town holiday. Exempt employees receive hour for hour compensatory time credit; non-exempt employees receive 1.5 times their hourly rate of pay.
- C. **Pay Status**: A full or part-time employee is considered to be in pay status if the employee's work hours and /or use of paid leave for a pay period is equivalent to at least 50% of the employee's normal work hours for that pay cycle. Employees who are receiving Workers' Compensation benefits are considered to be in pay status. Employees not in "pay status" are considered to be in an unpaid status.

VII. RESPONSIBILITIES

All Employees are expected to:

- a) Be aware of the Town's Holiday Leave and Holiday Premium policy and procedure
- b) Report hours worked accurately

All Supervisors/Managers and Department Heads are expected to:

- a) Follow the Holiday Leave and Premium Policy
- b) Make reasonable efforts to allow regular employees to have holidays off from work by scheduling program support employees when feasible

All Human Resource Development staff members are expected to:

- a) Provide Guidance for employees and managers on the policy and procedures.

VIII. APPENDICES None

IX. FREQUENTLY ASKED QUESTIONS *In development as of 10-10-18*

X. SCOPE This policy covers all regular full and part time employees, except public safety employees.

XI. RELATED INFORMATION

[Town of Chapel Hill Code of Ordinances Section 14-83.](#)

XII: POLICY HISTORY:

Issued February 1980

Reissued November 2000

Reissued September 1, 2018

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI **Related Information**. In the event of any disparity between this policy and the Town's Code of Ordinances and/or applicable local, state, or federal laws, the Town's Ordinance and/or applicable laws shall prevail.