



HUMAN RESOURCES

Division: ADMINISTRATION
Chapter: HUMAN RESOURCES
Policy: HR 4.1 - HOLIDAY PREMIUM PAY
Issue Date: AUGUST 15, 2012
Revised:

POLICY

It is the policy of the Department of Public Safety to administer Holiday Premium Pay in accordance with the Office of State Personnel Policy and North Carolina General Statutes.

General Provisions

- A. Any state employee subject to the State Personnel Act who is required to work on any of the days established as legal public holidays by the State Legislature shall be entitled to Holiday Premium Pay. Established holidays include:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Veteran's Day
Good Friday	Thanksgiving (2 days)
Memorial Day	Christmas (2 days/3 days)
Independence Day	

Note: The Christmas holiday shall consist of three (3) days during those years when the actual Christmas holiday, December 25, falls on a Tuesday, Wednesday, or Thursday.

- B. The Office of State Personnel issues on a calendar year basis a schedule of holidays for that year. The Department of Public Safety Human Resource Office shall notify managers of the schedule including any deviations from this schedule for shift employees.
- C. Employees required to work on a designated holiday are granted Holiday Premium Pay equal to one half of his/her regular straight time hourly rate for all hours worked, in addition to their regular salary. Additionally, equal holiday time off (8 hours maximum) shall be given if an employee is required to work on a holiday. This compensatory time equal to the amount of time worked shall be given at the convenience of the agency.

See the Approved Leave Policy and the Holiday Leave Policy for an explanation of Holiday Leave and Holiday Compensatory Leave.

Procedures for Recording

- A. The number of hours worked on a designated holiday shall be recorded in the SAP/BEACON time management system using the A/A code 9500 for time worked or A/A code 9516 if defined as emergency call-back. The system calculates the holiday premium pay and compensates the employee on next available pay period.
- B. Employees who volunteer to work on a holiday are not entitled to holiday premium pay or equal time off later.
- C. Employees working on a holiday to make up adverse weather leave are not entitled to holiday premium pay or equal time off later. Supervisors must approve working on a holiday to make up time.
- D. When hours are worked on a designated holiday either voluntarily or to make up adverse weather leave, the system is not designed to recognize the time entry code for adverse weather leave make-up (A/A 9512) and prevent holiday premium pay. However, per policy, the employee is not entitled to the holiday premium pay. Therefore, the hours worked must be recorded on a different date (a scheduled day off) during that same week in SAP/BEACON with a comment providing the date that the hours were actually worked and that the additional hours were to make up adverse weather leave. The hours will be applied to the adverse weather leave balance and holiday premium pay will not be paid.

Example: An employee works four (4) hours on Good Friday to make up adverse weather leave. The hours should be recorded in SAP/BEACON on the Saturday after Good Friday with a comment that the hours were worked on Friday to make up adverse weather leave. However, due to system limitations, the time had to be entered on another date to prevent holiday premium pay from being paid

Employees in 24 Hour/7 Day Per Week Operations

- A. If the legal observance occurs on a Saturday or Sunday, the Secretary of Public Safety shall designate for employees working in a 24/7 operation the specific date of legal observance rather than the substitute work day. This date determines eligibility for holiday premium pay.

Example: Veteran's Day in 2012 shall be observed on Monday, November 12 for all non-shift employees; however, the Secretary of Public Safety has designated the legal observance for Shift Employees as Sunday, November 11. The shift employee must work on Sunday, November 11 to receive holiday premium pay. This employee will not receive holiday premium pay for hours worked on November 12, since it is not their designated holiday.

- B. If the regularly established shift changes at a time other than midnight, the time of the shift change closest to midnight shall set the hour limits of the day for the purpose of computing premium pay.

Designated Federal Holidays

Employees of the North Carolina National Guard follow the Federal Holiday Calendar. The designated holiday calendar is as follows:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Washington's Birthday*	Veteran's Day
Memorial Day	Thanksgiving Day (1 day)
Independence Day	Christmas (2 days)

NOTE: The years where state employees received three (3) Christmas holidays, employees following the Federal Holiday Calendar also receive three (3) holidays.

*NOTE: This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, the law that specifies holidays for Federal employees. Though other institutions, government entities and employers may use another name (i.e., President's Day), it is the policy of the Federal government to always refer to holidays by the names designated in the law.

Holiday Premium Pay applies for such employees working on the above listed Federal holidays. However, they are not eligible for Holiday Premium Pay for hours worked on Good Friday or the second Thanksgiving holiday.