

HOLIDAYS

A. Observed Holidays

Oak Hill recognizes most federal holidays. The specific holidays that are observed during the fiscal year are posted annually.

B. Holiday Pay

If you work a holiday or if the holiday falls on your day off, you have a choice of receiving the appropriate amount of holiday pay in your paycheck when the holiday occurs or saving the time in your holiday bank for time off in the future (“holiday comp time”).

In order to be eligible for holiday pay, an Employee shall comply with each of the following requirements:

1. Work the last scheduled work day before and the first scheduled work day after the holiday, except in the case of personal illness, accident, or other circumstances beyond the Employee’s control preventing the Employee from working, as evidenced by a physician’s certificate or other proof requested by the Employer. A part-time Employee who works a holiday shall not be denied holiday pay if absent on a scheduled work day which is more than two (2) calendar days before/after the holiday.
2. Actually report for work on a holiday when scheduled to work except in the case of personal illness, accident, or other circumstances beyond the Employee’s control preventing the Employee from working, as evidenced by a physician’s certificate or other proof requested by the Employer.
3. With the exception of those Employees who are scheduled for less than two (2) full days per week, work at least two (2) full days (except for authorized vacation) in the calendar week in which a designated holiday occurs.

For part-time employees, the amount of holiday pay or holiday comp time earned is pro-rated to your regularly scheduled hours per week. You must work the last scheduled work day before and after the holiday to receive holiday pay or holiday comp time. A part-time employee who works a holiday will not be denied holiday pay if absent on a scheduled workday which is more than two calendar days before/after the holiday.

If you are out sick the day before or after a holiday a doctor's note is required in order to receive holiday pay or holiday comp time. This note must be presented to the Director of Compensation & Benefits in Human Resources.

Holiday comp time cannot be carried over from one fiscal year to the next and must be used by June 30 of each year.

Please consult the Union Contract for other specifics concerning holiday pay and the calculation method used to pay all employees on the holidays.

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