Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0256 (HR)	**Subject:**	Holiday Pay
Effective Date:	04-10-89	**Last Revision:**	04-07-2022
Person Responsible:	Human Resources Coordinator		

Approvals/Date:

Brent C Bau 4/7/22
Superintendent, WCBDD   Date   Department Director   Date

The following definitions will apply:

Holiday Pay – All 12-month employees, excluding Instructor Assistants who are contracted to work 209 days per year, shall receive holiday pay for 11 recognized holidays per calendar year. See list below. Full time and part-time employees shall be paid for their average daily hours. A holiday falling on Sunday will be observed on the following Monday and a holiday falling on Saturday will be observed on the preceding Friday. The recognized holidays are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day so designated by an act of the President of the United States and/or the Governor of this state.

1. When a full-time or part-time employee is scheduled to work on a holiday, they shall be entitled to compensation at one and one-half times their regular rate of pay for time worked in addition to their holiday pay.

2. Time worked on a holiday that is already compensated for at one and one-half times shall not be considered as time worked for calculations of overtime.

3. Approved leave (i.e.: sick leave, vacation leave, personal leave) taken on the holiday by any full or part-time employee who is regularly scheduled to work on such holiday will have that leave time deducted for the cumulative balance(s). This paid leave time will be in addition to the employee's holiday pay benefit to which they are entitled to.

4. If a full or part-time employee is regularly scheduled to work on the holiday but is no longer needed to work that day, he/she shall only receive their holiday pay.

References: OAC Sections 122:1-43-04 and 123:1-44-02
                    ORC 325.19

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