

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0046 (HR) Subject: Payroll Program Closing Days  
Effective Date: 07-31-84 Last Revision: 03-01-21  
Person Responsible: Human Resources Coordinator  
Approvals/Date: Brent C. Bu 3/8/2021  
Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

**Designated Program Closing Days** – Special observance days are known as: Good Friday; the day after Thanksgiving; and the week between Christmas Day and New Year's Day (12/26, 12/27, 12/28, 12/29, 12/30 and 12/31).

**Base Pay Rate** – The employee's pay rate at a straight (1x) rate.

**Program Closing "Straight" Pay** – Compensation given to eligible employees at the rate of one time the employee's base rate of pay on all hours worked.

**Program Closing Pay** – Compensation given to an employee normally scheduled, but not needed. Compensation is paid at the employee's base rate for the scheduled hours he/she was not required to work.

1. All full and part-time twelve (12) month non-exempt employees shall receive compensation for "special days" otherwise known as "Program Closing Day(s)" for any hours worked at the "straight" rate of one time the employee's base pay rate.

2. Hours paid on a program closing day are not included in overtime calculations if not worked. Only actual hours worked are included for overtime purposes.

3. Program Closing Pay shall be paid for **any** "Scheduled Hours" an employee is not required to work. An employee who works part of his/her scheduled hours on a program closing day shall receive "straight" pay for time worked in addition to "Program Closing Pay", if eligible, for their normally scheduled hours at the employee's base rate of pay.