

TOWN OF CONCORD  
Personnel Policy and Procedure #12

**Administration of Holiday Pay**

*Effective Date: June 16, 2022  
(Replaces version dated 8/11/1992)*

**Purpose and Scope**

The purpose of this document is to establish policies and procedures for the administration of Section 12 of the Personnel Bylaws regarding holiday pay. It shall apply to all holiday pay granted to regular employees who hold a position subject to the provisions of the Personnel Bylaw, except those Beede Center employees who are subject to PPP #12-1.

**Holiday Pay**

Each day of paid holiday leave shall be one-fifth of the employee's regular workweek. For example, 40 hours/5 = 8 hours holiday leave pay.

**Holiday Observance**

For employees whose regular work schedule is Monday through Friday, holidays which fall on a Saturday shall be observed on the preceding Friday and holidays which fall on a Sunday shall be observed on the following Monday. For employees whose regular work schedule is other than Monday through Friday, holidays shall be observed on the actual holiday if such day is within their workweek.

When a holiday falls on a full-time employee's regularly scheduled day off, that employee should, whenever possible, receive equivalent holiday time off on another day within that same workweek. If such time off cannot be granted during that same workweek due to departmental work demands, the employee shall be granted equivalent time off to be used at any other time within that fiscal year.

When a holiday falls on a part-time employee's regularly scheduled day off, that employee may receive either straight time pay for the holiday or equivalent holiday time off on another day depending upon departmental needs and budgetary considerations.

Holidays which occur while an employee is on paid vacation or sick leave shall be charged to holiday hours and not to the employee's accrued vacation or sick leave balances.

**Holidays Worked**

*Non-Exempt/Hourly Employees:*

- In accordance with Section 12.2 of the Personnel Bylaw, when an employee is required to work on New Year's Day, Christmas Day or Thanksgiving Day, they will receive two (2) times their base pay in addition to holiday pay. When an employee is required to work on any other observed holiday, they shall receive one and one-half (1 1/2) times their base pay in addition to holiday pay.

*Exempt Employees:*

- When an employee is scheduled or called to work on an observed holiday, the department head (i.e., senior manager) may grant equivalent compensatory time off on another day.

Provisions related to holidays worked shall apply to all hours between 12:00 a.m. and 11:59 p.m. on a holiday, but shall not apply to any hours worked during that same shift but outside of the holiday. For example, an employee who begins work at 6 p.m. on December 25 and ends work at 3 a.m. on December 26, shall be paid two times his/her base pay for all hours worked between 6 p.m. and midnight and overtime pay from midnight to 3 a.m.

**Observation of Religious Holidays**

In addition to the legal holidays observed by the Town, an employee may take time off to observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department. Requests for such time off should be submitted to the department head at least two-weeks in advance of the proposed absence. Employees may request this time as leave without pay or, depending on the nature of the employee's work, may be approved by the department head to:

- “float” holiday pay by working on an observed holiday and apply the holiday leave to time off with pay on another date,
- adjust their schedule to make up equivalent time with pay within the same workweek, or
- use earned personal or vacation time.

Department heads are encouraged to accommodate and approve employees' requests for time off for religious observances and practices to the extent practicable. If a department head is unable to grant the employee the time off requested, they should discuss the employee's request with human resources prior to denying it.

*Approved by Personnel Board & Town Manager 6/16/2022*