

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	4-3
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	November 2016
Section Title	Hours of Work		
Subject	Holiday Worked		

Holiday Pay for Holiday Worked

A Holiday is defined as being any 8-hour period of scheduled work time identified by state or federal law. When an eligible employee (see Policy 3-4) is required by management to work on a holiday or the day a holiday is observed, they shall be paid according to one of the two options outlined below at management’s discretion. The employee may either:

- Receive the regular rate for all hours actually worked on the holiday and bank the holiday benefit hours actually worked (up to the maximum of eight) to be usable at a later date; or
- Receive one and one half times the regular rate for the hours actually worked on the holiday and receive holiday benefit hours paid at the regular rate.

Employees who request to work on a holiday with the supervisor’s approval, will receive the regular rate for all hours actually worked on the holiday and bank the holiday benefit hours actually worked (up to the maximum of eight) to be usable at a later date.

All banked holidays must be used by the end of the calendar year in which they were banked unless otherwise stated in a collective bargaining agreement.

Scheduled Holidays for Employees on Shifts Longer Than 8 Hours

For those employees who are on a shift longer than eight hours, holiday time will only be paid for eight hours. The hours over eight are accounted for by either working, or taking vacation or compensatory leave.

An employee will be allowed to take a holiday on another day if the holiday falls on an employee's regular day off.

Holiday Hours Worked (Exempt employees)

Exempt employees that choose to work on a holiday will be entitled to holiday time and will receive straight comp time for all hours worked on the holiday.