




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Holiday Leave with Pay	HR_460_07
Supersedes:	HR_460_07, Dated January 1, 2005	
Applicability:	Management service, executive service and unrepresented temporary employees. Refer to the labor agreement for classified represented employees.	
Reference:	State Policy 60.010.01, ORS 187.010;187.020; 240.240; 240.551	
Effective Date:	November 1, 2010	Approved: 

I. PURPOSE

Oregon state government provides paid leave on legal holidays and other days, as appropriate.

II. POLICY

A. The following are paid legal holidays:

1. New Year's Day on January 1
2. Martin Luther King, Jr's Birthday on the third Monday in January
3. President's Day on the third Monday in February
4. Memorial Day on the last Monday in May
5. Independence Day on July 4
6. Labor Day on the first Monday in September
7. Veterans' Day on November 11
8. Thanksgiving Day on the fourth Thursday in November
9. Christmas Day on December 25
10. Every day appointed by the Governor as a holiday
11. Every day appointed by the President of the United States as a day of mourning, rejoicing, or other special observance only when the Governor also appoints that day as a holiday.
12. At the discretion of the Governor, a day of paid leave in conjunction with Thanksgiving, Christmas or New Year's Day.

B. Holiday Observance

1. Whenever a holiday falls on Sunday, the state recognizes the following Monday as a holiday; and whenever a holiday falls on Saturday, the state recognizes the preceding Friday as a holiday.
2. A day appointed by the Governor as a Holiday.
3. A day appointed by the President of the United States and subsequently by the Governor as a day of mourning, rejoicing or other special observance is observed on the appointed day.

C. Holiday Leave Application

1. A full-time employee receives eight hours time off with pay for each legal holiday. A full-time employee on leave without pay receives time off with pay on a pro-rated basis for each legal holiday.
2. A part-time employee receives time off with pay on a pro-rated basis for each legal holiday.
3. Unrepresented temporary employees are not eligible for time off with pay on a legal holiday.
4. If an employee is on vacation or sick leave when a legal holiday occurs, that day must be coded as holiday leave.

D. Holidays and Alternate Work Schedules

1. The supervisor may adjust an employee's irregular or flexible work schedule for the eight hours of paid holiday leave.
2. When a legal or recognized holiday falls on an employee's regularly scheduled day off, other than Saturday or Sunday, the employee may receive eight hours of compensatory time or schedule his or her day off for another day in the same pay period. If necessary, it must be scheduled no later than the following pay period.
3. The director may designate an alternate day of observance for any of the above listed holidays for all employees of the department. When an approved alternate day of observance falls on a normal state business day, the department maintains the minimum staff coverage unless the department has effectively communicated to the public that the department is closed in observance of a holiday on an alternate day.

E. Working on a Holiday

1. An employee, whether FLSA exempt or non-exempt, may work on a holiday only when required by his or her supervisor. The employee receives compensation at time and one-half in addition to paid holiday leave, and may choose to be paid for work on a holiday in cash or compensatory time. Employees may save compensatory time according to HR Policy 420_04 Fair Labor Standards Act. Employees who work on a holiday without supervisory approval may be subject to disciplinary action.

2. Unrepresented temporary employees whom management requires to work on a holiday receive straight time pay.

F. Transfer, Hire or Separation and Holidays

1. When an employee moves between agencies without separation and a holiday occurs between the separation date in one agency and the subsequent hire date in another agency, the gaining agency is liable for compensation for the holiday.
2. If an employee is hired or terminated on a holiday, the employee receives pay for the holiday.

G. Governor's Leave: refer to HR Policy 460_03 Special Leaves with Pay

