**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.12 | **Holiday and Overtime Pay** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.12.01 Purpose**

To establish District policy and procedures for holiday and overtime pay compensation.

* + 1. **Recognized Holidays**

Holidays recognized are:

* New Year’s Eve
* New Year’s Day
* Presidents Day
* Memorial Day
* Independence Day
* Labor Day
* Veteran’s Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day

**101.12.03 Procedure**

1. Compensation for working holidays will be paid as double-time for hours worked.
2. Compensation for working overtime will be paid as time and a half for hours worked.
3. Paid hours not actually worked (ie; vacation, sick leave, etc) will not be counted towards the regular scheduled and predetermined hours per pay period required to receive overtime pay.