

QUICK REFERENCE GUIDE - HOLIDAYS
For more specific information refer to Policy 4.25, Holidays

Eligible Employees	Employees in positions covered under the Virginia Personnel Act. Includes full-, quasi, and part-time classified and restricted positions.
Number of Holidays	12 designated holidays and any others as designated by the Governor or the President of the United States.
Alternate Agency Holiday Schedules	Agencies required to remain open during holidays may establish alternate schedules that must provide the same number of holidays covered by Policy 4.25.
Compensation Eligibility	Non-Exempt employees must work or be on paid leave on the last scheduled workday before and the first scheduled workday after the holiday. If the holiday is for a portion of a workday employees must work or be on paid leave the last scheduled workday before and the first scheduled workday after the holiday, and work or be on paid leave the work hours preceding the holiday hours.
Rate of Compensation	Full-time employees receive 8 hours of pay. "Q" and part-time employees receive pay proportionate to hours worked. Employees with alternate schedules receive holiday pay that equals an eight-hour day.
Required to work on a holiday	Full-time employees are paid eight hours for the holiday plus pay or compensatory leave for hours actually worked. Q and part-time employees receive pay for the pro-rated amount of holiday and pay or compensatory leave for hours actually worked.
Holiday falls on scheduled day off AND Employee Required to Work	Full-time employees required to work on a holiday that is their scheduled day off will be paid 8 hours for the holiday and will be paid or credited with compensatory leave for the hours actually worked. "Q" and part-time employees will receive pay for the number of holiday hours proportionate to their work schedules and pay for hours actually worked. For employees eligible for overtime pay, hours worked shall be counted in the total hours for the work period to determine whether the overtime is applicable.
Holiday falls on scheduled day off AND Employee Not Required to Work	Employees may receive compensatory leave or be paid for the number of holiday hours proportionate to their work schedules, not to exceed eight hours.
Alternate Work Schedules	Full-time employees who work alternate schedules (usually 9-, 10-, or 12- hour shifts) will receive compensation equal to an eight hour day. Employees must use accrued leave or flex their schedule (with supervisor's approval) for the remainder of the workweek to cover their entire shift.
Leave with pay	Employees will not be charged with leave for a holiday that occurs during leave with pay. Instead, the time will be recorded as a holiday, and no alternate holiday will be given.
Leave without pay	Employees on any type of unpaid leave of absence for any portion of the last scheduled workday before a holiday and/or the first scheduled workday after the holiday will not be paid for the holiday or receive an alternate day off for the holiday.
Short-term Disability	Employees receive compensation based on current percentage of disability benefit payment (100%, 80% or 60%). Employees may use accumulated leave or disability credits to receive 100% payment. Holidays count towards the 7-calendar day waiting period and the 125 work days of STD.

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Long-term Disability Working	Holiday pay is based on percentage of time scheduled to work. Employees can use accrued leave to supplement to receive 100% pay.
Long-term Disability	Not eligible for pay or leave.
Workers' compensation leave	Holiday is included in 92 calendar days of WC supplements. Employees do not receive an alternate day off for the holiday.
Holiday is first day of a pay period	New hires and employees returning from leave will be paid for the holiday.
Holiday is last day of a pay period	Employees paid for holiday provided they worked or were on paid leave the day before the holiday.
Holiday is last day of the month	Employees who will retire on the first day of the following month will receive pay for the holiday provided they worked or were on paid leave on the last workday before the holiday. Employees separating on the last day of the month other than for retirement are not paid for the holiday.
Employee transfers to agencies with different holiday schedules	Employees shall observe the holidays of the receiving agency. No adjustments may be made for possible holidays lost or gained.
Religious holidays	Agencies should make reasonable accommodation in granting annual leave requests for the religious holiday needs of employees unless accommodation will result in undue hardship to the agencies.