

# HOLIDAY PAY

**SOURCE: OHIO REVISED CODE 124.18, OHIO ADMINISTRATIVE CODE 123:1-44-01, & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 26**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Holiday Pay Policy:**

1. Permanent employees will be paid for State of Ohio holidays and will not normally be required to work on those days.
  - o Full-time employees are entitled to eight hours pay for each holiday.
  - o Part-time employees receive holiday pay on a pro-rated basis, based upon the daily average of actual hours worked excluding overtime, in the previous quarter. The quarters are: January 1, April 1, July 1, and October 1.
2. To be eligible to receive holiday pay, employees must be in active pay status for the entire scheduled workday immediately preceding a holiday. Active pay status includes, but is not limited to, vacation leave, sick leave, bereavement leave, administrative leave, compensatory time, holidays and personal leave.
- 3.\* Employees who call off sick the scheduled work day before, the day of, or the scheduled work day after a holiday shall not receive holiday pay unless there is documented extenuating circumstances. A Family Medical Leave Act (FMLA) certification is not sufficient documentation. The documentation required is as follows:
  - a. The employee must have notified the agency as soon as reasonably possible that s/he would not be coming to work due to illness and
  - b. The employee must provide a doctors slip confirming the illness and explaining why the illness prevented the employee from working
- 4.\* An employee on scheduled sick leave the day(s) including the scheduled work day before, the day of, or the scheduled work day after the holiday shall receive holiday pay if they provide a doctors slip confirming they (or family member) were under doctors care.
5. When employees who are eligible for overtime pay are required to work on a State of Ohio holiday, they are entitled to pay for time worked at time-and-one-half their regular base rate of pay in addition to holiday pay.
6. Employees are not eligible to receive holiday pay for holidays that fall during a paid or an unpaid leave of absence, disability or workers compensation.
7. New appointments will not become effective on State of Ohio holidays.

**\* Only applies to exempt employees if they are scheduled to work on the holiday.**

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