

HOLIDAY PAY

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

CONTACT: OFFICE OF EMPLOYEE SERVICES

Holiday Pay Policy:

Permanent employees will be paid for State of Ohio holidays and will not normally be required to work on those days. Permanent full-time employees shall receive eight (8) hours of pay for each holiday. Permanent part-time employees shall receive **four (4) hours** of pay for each holiday. **However, during the pay period of July 1, 2009 through June 30, 2011, permanent part-time employees shall not receive holiday pay (See [Cost Savings Day policy](#)).**

1. 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 is conditions under which an employee is eligible to receive pay and includes, but is not limited to, cost savings days, vacation leave, sick leave, bereavement leave, administrative leave, compensatory time, holidays and personal leave.
2. Employees **in classifications identified by the employer as normally requiring overtime to cover absences** and who are scheduled to work, and call off sick the scheduled work day before, the day of, or the scheduled work day after New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day 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:
 - The employee must have notified the agency as soon as reasonably possible that she/he would not be coming to work due to illness and
 - The employee must provide a doctors slip confirming the illness and explaining why the illness prevented the employee from working
3. 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. (subject to provisions in the [Overtime/Compensatory Time policy](#) and the [Cost Savings Day policy](#)).
4. Employees shall not be eligible to receive Holiday Pay while on a paid leave of absence, (i.e. Adoption/Childbirth, Disability or Workers Compensation leave.) Holidays shall be counted as one (1) day of Adoption/Childbirth, Disability or Workers Compensation leave and shall be paid accordingly, except during the waiting period if an employee was in active pay status the day before a holiday the employee will be eligible to receive Holiday Pay as normal.

5. New appointments will not become effective on State of Ohio holidays.

12/09