



Administrative Policy
WORKED HOLIDAY HOURS & OVERTIME
Personnel – A307

Effective Date:

January 2013

Revised Date:

Worked Holiday Hours & Overtime

Summary

For the purpose of clarification, The Town of Payson has determined it is necessary to address the manner of how overtime pay is calculated for hours physically worked on a holiday by employees who choose to work a 4/10 schedule.

Definitions

Mandated 4/10 schedule – employees are considered to be working under a “mandated” 4/10 schedule only when the Town Manager directs the 4/10 schedule as a required work schedule.

Process

1. Non-exempt employees working on a holiday, as required by their Department Head, will be paid at one and one half times an employee's regular rate of pay for up to 8 hours of work.
2. When not mandated to work a 4/10 schedule, non-exempt employees working a 4/10 schedule will be paid at the regular rate of pay for the additional 2 hours of a 10 hour schedule on a holiday as long as those hours do not exceed the Fair Labor Standards Act (FLSA) mandated threshold of 40 hours for the work week.

References

Personnel Policy Manual, Section 3.1.10 – HOLIDAY PAY; Non-exempt employees working on a holiday, as required by their Department Head, will be paid at one and one half times his/her regular rate of pay.

Personnel Policy Manual, Section 5.1.4 – HOLIDAYS; For all employees **not mandated to work a 4/10 schedule** (four ten hour days a week) the following **eight (8) hour holidays** are to be observed: