

Campbell County Fire Department Standard Operating Procedure		
General/Administration	Holiday Pay Procedure	104.02

I. PURPOSE:

To define how the Campbell County Fire Department will observe, pay, and bank holidays.

II. SCOPE:

This SOP shall pertain to all full-time and part-time employees who are eligible for holiday pay. See Personnel Policy Number 402 for further information on paid holidays.

III. PROCEDURE:

1. Each year at a regularly- scheduled January meeting, the Campbell County Fire Department will adopt two designated holiday schedules. One holiday schedule will be adopted for the administrative, maintenance, and day shift personnel, and another holiday schedule will be adopted for the twenty four hour shift personnel.
2. Employees will either be paid for a scheduled holiday or will bank holiday hours if they are not scheduled to work on an approved holiday. The holiday will be banked the day after the approved holiday.
3. Holidays start at 12 a.m. on the designated holiday.
4. All employees scheduled to work on a designated holiday will be paid double time for all holiday hours worked up to 15 hours.
5. In the event that employee(s) provides shift coverage for another employee on a designated holiday the following will apply:
 - 5.1. If the employee is covering the entire 24-hour shift, that employee will be compensated at double time for up to 15 hours. All hours worked during the employee's sleep time will be compensated at one and one half times the normal hourly rate.
 - 5.2. If the shift is split between two employees and each employee is covering 12 hours of the holiday, each employee will receive double time for one half of the normal holiday hours. In the case of a 15 hour holiday, 7.5 hours will be compensated at double time and the remaining 4.5 will be compensated at one and one half times the employee's normal hourly rate. All hours worked during sleep time will be compensated at one and one half times their normal hourly rate.

Initial Approval: September 2009 Revision Date:	Page 1 of 1	Don Huber, Fire Chief ORIGINAL SIGNED
--	-------------	--