




Pine-Strawberry Fire District

Compensation and Benefits

4.3

Subject: Holidays	Page: 1 of 2
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I. PURPOSE:

It is the policy of Pine-Strawberry Fire District (PSFD) to provide a competitive paid time off benefit of recognized holidays.

II. SCOPE:

This policy applies to all full-time members.

III. POLICY:

- A. On the following recognized holidays, the administrative offices will be closed. All eligible administrative or non-shift suppression members shall receive holiday pay according to the guidelines below:

1. New Year's Day	January 1st
2. Martin Luther King's Day	3rd Monday in January
3. President's Day	3rd Monday in February
4. Memorial Day	4th Monday in May
5. Juneteenth	3rd Monday in June
6. Independence Day	July 4th
7. Labor Day	1st Monday in September
8. Columbus Day	2nd Monday in October
9. Veterans Day	November 11th
10. Thanksgiving Day	4th Thursday in November
11. Friday after Thanksgiving	4th Friday in November
12. Christmas Day	December 25th

- B. Full-time suppression members may be required to work on holidays but shall receive holiday pay according to the guidelines below.

IV. PRACTICE:

A. District-paid holidays which:

1. Fall on a Saturday will be observed on the preceding Friday.
2. Fall on a Sunday will be observed on the following Monday.

B. Full-time administrative or non-shift suppression members shall receive 8 hours of holiday straight time pay in lieu of working.

1. Administrative or non-shift suppression members must work or be on paid leave (including PTO) the last scheduled workday before the holiday and the first scheduled workday after the holiday to be paid for the holiday.
2. Whenever an authorized holiday falls within a pay period, such leave would not be considered hours worked for the purpose of calculating overtime.
3. If an administrative or non-shift suppression member has an alternative work schedule and is normally off on the holiday, they shall be granted another day off. The member shall receive the same 8 hours of holiday pay, regardless of the number of hours normally worked in a day.

C. Full-time suppression members shall be paid 8 hours of holiday pay, regardless of whether or not they are scheduled to work the holiday.

D. If a paid holiday falls during a member's scheduled PTO, an administrative or non-shift suppression member shall receive holiday pay for that day and their PTO accrual will not be deducted.

E. Holiday pay hours shall never be counted as hours worked for the calculation of overtime.