



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Holidays	AUTHORIZED BY:
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ISSUED: August 1, 1984	REVISED: November 1, 2000

I. General Statement

- A. The following, plus any others designated by the Governor of Missouri or the President of the United States, are observed as holidays by the Office of Administration:

New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday
Washington's Birthday
Truman's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

- B. When any of the above holidays fall on Sunday, such holiday will be observed on the Monday, and when any holiday falls on a Saturday, such holiday will be observed on the preceding Friday.
- C. When it is impracticable to give time off in order to continue essential services, the employee will be required to work and will be granted equal compensatory time off at such time or times as the appointing authority shall designate.

II. Compensation Guidelines

- A. An employee shall be credited for a holiday only if it falls during the employee's period of employment and the employee is in pay status. An employee whose appointment or return to pay status is effective after a holiday will receive no credit for such holiday. An employee whose effective date of appointment or return to pay status is before or on the day of a holiday shall receive credit for the holiday. Employees who separate prior to a holiday will not receive any credit for the holiday.
- B. All full-time employees shall, regardless of such schedule, receive credit for the same number of paid holidays as employees whose regular work schedule is Monday through Friday.



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- C. Part-time employees, who are in pay status from forty to fifty-nine (40-59) hours in a semi-monthly pay period, including one-half (1/2) credit for those eligible holidays, shall receive one-half (1/2) credit, and those employees who are in pay status from sixty to seventy-nine (60-79) hours in a semi-monthly pay period, including three-fourths (3/4) credit for those eligible holidays, shall receive three-fourths (3/4) credit. Part-time employees who are in pay status eighty (80) or more hours in a semi-monthly pay period, including full credit for those eligible holidays, shall receive full credit. Other part-time employees who are scheduled to work less than one-half (1/2) time in a semi-monthly pay period or who are paid on a per-diem basis are not entitled to compensation or credit for holidays not worked.
- D. A holiday shall be considered as a period of eight (8) hours.