

Application of the Holiday Leave Policy

Report highlights

March 2015

Agencies have some discretion in the number of holiday leave hours employees receive. Policymakers question whether this discretion is equitable or fair.

Traditional schedule

five 8-hour workdays,
Monday–Friday

Nontraditional schedule

a combination of days and hours
equal to 40 hours in a week
(e.g., four 10-hour workdays)

Agencies differ in their use of nontraditional schedules.

38

Employees may request

17

No nontraditional schedules

11

Agency required and employees may request

4

Agency required

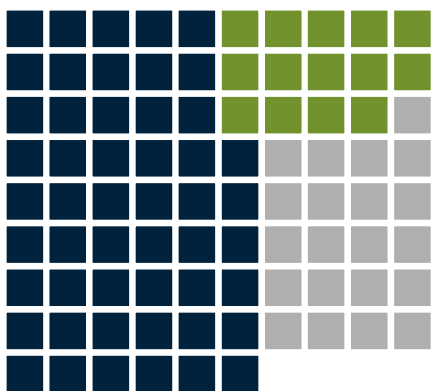
Findings

15 agencies require some employees to work a nontraditional schedule. Of these, 10 restrict holiday leave to 8 hours per day.

2 percent of benefited employees received more than 8 hours of holiday leave on at least one holiday in FY 2014.

Of the right-to-work states, 15 restrict holiday leave to 8 hours and 7 grant holiday leave according to the number of hours an employee is regularly scheduled to work.

Agencies differ in the number of holiday leave hours allowed by policy.



51

Restrict holiday leave to 8 hours

14

Allow more than 8 hours

21

No holiday leave policy

Policy options

Continue to follow current language in statute and rule and issue clarifying guidance to agencies (status quo)

Restrict holiday leave to a maximum of 8 hours per holiday

Develop specific criteria to determine which employees would receive more than 8 hours of holiday leave per holiday

Grant the same number of holiday leave hours as regularly scheduled hours to employees with nontraditional schedules

We recommend, regardless of the policy option pursued, clear direction and guidance be communicated to agencies.



Courtesy of the Idaho Falls Exchange Club, Field of Honor Memorial

Full report available
www.legislature.idaho.gov/ope