

Title: Holidays

Number: HR-2.04

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Revision: 13

Effective Date: 01/28/16

Approved by:

Fred Millen, HR Director

Applicable to:

APSC Employees

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1.0 Purpose

To establish guidelines that govern payment for holidays in accordance with approved work schedules.

2.0 Accountable Resources

Sr. HR Representative: accountable for approving any exceptions to this procedure.

Managers: accountable for the day-to-day administration of this procedure.

HR Generalists: accountable for interpretation of this procedure.

Employee: accountable for adhering to all the provisions of this procedure and company policies specific to Alyeska's Code of Conduct.

3.0 References

[Holiday Calendar](#) (APSC A-net – HR site)

[HR-2.05](#), Vacations for Employees

[HR-2.06](#), Employee Absences/Leaves

[HR-2.10](#), Time Reporting

4.0 Procedure

A. GENERAL

1. Holidays (observed)

APSC observes ten (10) holidays per calendar year. The specific dates for the current calendar year are posted on the APSC A-Net (HR site) or available from HR.

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2. Holidays Worked

Urban Employees: Only employees specifically required to work shall do so. All others shall have the day off.

Field Employees: All field employees who are on shift during an Alyeska-observed holiday are required to work.

B. HOLIDAY COMPENSATION

Holiday hours (for hourly employees) are paid at straight-time rates. Holiday hours are reported on the time sheet as Holiday – H in the pay code field. Hours actually worked on a holiday are recorded as scheduled or unscheduled overtime (“Z”) depending on the work schedule.

1. Field Exempt Employees

Field exempt employees regularly assigned to field operations and on a field work-schedule receive holiday pay in addition to their normal compensation for each designated holiday.

2. Urban Exempt Employees

Urban exempt employees who work on a holiday receive no additional compensation for that holiday.

3. Field, Non-Exempt, Hourly Employees

a. Holidays Not Worked

On Shift: Non-exempt and Hourly employees who are assigned to a field work-schedule and who are approved to take the holiday off must use vacation leave, personal leave, or leave without pay for those hours and shall be paid a holiday allowance equal to 12 hours at their normal straight-time hourly rate.

Off Shift: Non-exempt and Hourly employees assigned to a field work-schedule who do not work on a designated holiday that falls during their off-week shall be paid a holiday allowance equal to 12 hours at their normal straight-time hourly rate.

b. Holidays Worked

Employees who are required to work on a designated holiday shall be paid twelve (12) holiday hours at their straight-time hourly rate, plus all hours actually worked at one and one-half (1½) times their normal straight-time hourly rate.

4. Urban, Non-Exempt, Hourly Employees

a. Holidays Not Worked

Non-exempt and Hourly employees who are assigned to an urban work-schedule and are not required to work on a designated holiday shall be paid a holiday allowance equal to eight (8) hours, or nine (9) hours if on the 9/80 Flex Schedule, at their normal straight-time hourly rate.

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b. Holidays Worked

Non-exempt and Hourly employees who are assigned to an urban work-schedule and are required to work on a designated holiday shall be paid a holiday allowance equal to eight (8) hours, or nine (9) hours if on the 9/80 Flex Schedule, at their normal straight-time hourly rate plus all hours actually worked at one and one-half (1½) times their normal straight-time hourly rate.

5. Job Share/Part Time Employees

Employees on a Job Share/Part Time work schedule receive holiday pay prorated for the employee's work-schedule.

C. HOLIDAY DURING APPROVED LEAVE OR SUSPENSION

Any employee who is on suspension due to discipline will not be paid the holiday allowance for any holiday that falls within the dates of suspension.

Urban Employees: Employees assigned to an urban work schedule may use the holiday to extend a vacation.

Field Employees: Employees assigned to a field work-schedule will receive the holiday allowance in addition to any approved leave.

END OF PROCEDURE

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5.0 Records

| | |
|--|---|
| None generated specific to this procedure. | Reference Holiday Calendar on the APSC A-net (HR site). |
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6.0 Revision History

| Revision | Date | Revision Summary |
|----------|------------|--|
| 13 | 01/28/2016 | Updated procedure to align with appropriate time reporting for employees on suspension, or taking time off during a holiday. Clarified urban exempt holiday language. |
| 12 | 12/10/2015 | Updated procedure format to be consistent with current template. Removed reference to Glossary of Terms (HR-0.02). Glossary document is scheduled to be cancelled. Minor updates to be consistent with other leave references within other procedures. |
| 11 | 02/02/2006 | Administrative update |
| 10 | 02/01/2006 | Updated with approval signatures |
| 10 | 07/01/2004 | Initial publication to TAPS Documents |
| 9 | 02/10/1997 | Hard copy on file with HR |
| 8 | 08/21/1996 | Hard copy on file with HR |
| 7 | 11/24/1992 | Hard copy on file with HR |
| 6 | 03/15/1985 | Hard copy on file with HR |
| 0-5 | See File | Reference HR Procedure File |