

**434.43 Pay Computation for Holiday Leave Pay**

Provisions concerning pay computation are as follows:

- a. Eligible employees are paid for the holiday at their basic hourly rate for those hours equal to their regular daily working schedule, not to exceed 8 hours. Eligible employees may elect to receive annual leave in lieu of holiday leave pay (see [434.412](#)).
- b. Holiday leave pay is in lieu of other paid leave to which an employee might otherwise be entitled on the designated holiday.
- c. Holiday leave pay is payable in addition to compensation for hours actually worked on a designated holiday (see [434.5](#)).
- d. Eligible full-time and part-time regular employees require no specific authorization to be absent from work on a holiday or a designated holiday, unless scheduled to work.
- e. A full-time or part-time regular employee who is scheduled to actually work on a holiday or on a designated holiday, but does not work, is placed in LWOP status and does not receive holiday leave pay, unless the absence is based on an extreme emergency situation and the absence is excused by the employee's supervisor.
- f. Holiday leave paid to an employee who is on a COP status should be recorded as holiday leave and is counted as one of the 45 calendar days of COP for OWCP purposes.
- g. When a full-time employee has partially overcome a compensable disability and is working a partial schedule under the rehabilitation program, holiday leave is payable up to the number of hours in the partial schedule. The remainder of the holiday leave pay is received from OWCP.

**434.5 Holiday-Worked Pay****434.51 Policy**

Holiday-worked pay is paid to eligible employees for the hours worked on a recognized holiday or for the hours worked on the employee's designated holiday, except Christmas. (See [434.4](#) for recognized holidays.)

Christmas-worked pay is paid to eligible employees for the hours worked on Christmas day or the day designated as the employee's Christmas holiday.

**434.52 Eligibility**

[Exhibit 434.52](#) indicates that employees are eligible to receive holiday-worked pay and Christmas-worked pay.

Part-time flexible employees receive Christmas-worked pay for up to 8 straight-time hours only if they work on December 25 (see [432.21c](#)).

Exhibit 434.52

**Holiday-Worked Pay Eligibility Table**

Rate Schedule	Employee Classification			
	Full-time Regular	Part-time Regular	Part-time Flexible	Casual,* Temporary, and PM Relief
B – Rural Auxiliary	–	–	No <sup>3</sup>	No <sup>3</sup>
C – MESC	Yes <sup>4</sup>	Yes	No <sup>3</sup>	–
E – EAS	Yes <sup>1,2</sup>	Yes <sup>1,2</sup>	–	No <sup>3</sup>
F – Postmasters (A–E)	–	Yes <sup>2</sup>	–	No <sup>3</sup>
G – Nurses	Yes	–	No <sup>3</sup>	No <sup>3</sup>
K – HQ Op. Services Div.	Yes	–	–	–
L – Postmaster Replacement	–	–	–	No <sup>3</sup>
M – Mail Handlers	Yes <sup>4</sup>	Yes	No <sup>3</sup>	–
N – Data Center	Yes <sup>4</sup>	–	No <sup>3</sup>	–
P – PS	Yes <sup>4</sup>	Yes	No <sup>3</sup>	–
Q – City Carriers	Yes <sup>4</sup>	Yes	No <sup>3</sup>	–
R – Rural Carriers	Yes	–	No <sup>3</sup>	–
S – PCES	No	–	–	–
T – Tool and Die	Yes <sup>4</sup>	–	No <sup>3</sup>	–
Y – Postal Police	Yes <sup>4</sup>	–	No <sup>3</sup>	–

\* Casual employees are covered in RS-E regardless of the bargaining unit they supplement.

1. FLSA-nonexempt employees only, including nonexempt postmasters and officers in charge, except some exempt supervisors, may be eligible for “additional pay” for working on a holiday (see 434.143).
2. Postmasters, officers in charge, and FLSA-exempt employees are not eligible for Christmas-Worked Pay (see 434.53).
3. Hours worked on a holiday are charged to Workhours, except that part-time flexible employees are eligible for Christmas-Worked Pay on December 25 only (See 434.52).
4. Under certain conditions, eligible employees may qualify for Holiday Scheduling Premium (See 434.53).

434.53 **Pay Computation**

Provisions concerning pay computation are as follows:

- a. Eligible employees who are required to work on their holiday or designated holiday are paid (in addition to any pay for holiday leave to which they may be entitled) their basic hourly straight time rate for each hour worked up to 8. Eligible FLSA special exempt employees are paid EAS additional pay for each authorized hour worked on their holiday or designated holiday.
- b. Eligible employees, excluding postmasters and officers in charge, who are required to work on Christmas day or their designated Christmas holiday are paid, in addition to authorized holiday leave pay (434.4) and holiday-worked pay, Christmas-worked pay at 50 percent of their basic hourly straight-time rate. Work performed beyond 8 hours is treated as overtime for bargaining unit employees. The Christmas-worked premium is not paid for overtime hours. Also Christmas-worked pay is not authorized during hours of overnight travel on a nonscheduled day (438.133).

- c. A holiday scheduling premium equal to 50 percent of the amount paid in [434.53a](#) is paid to eligible employees for time actually worked on a holiday or on the employee's designated holiday (except Christmas) when the holiday schedule is not posted in accordance with national agreements, as follows:
- (1) If the schedule is not posted as of Tuesday preceding the service week in which the holiday falls, a full-time regular bargaining unit employee who is required to work on his or her holiday or designated holiday, or who volunteers to work on that day, receives *holiday scheduling premium* for each hour of work, not to exceed 8 hours. This premium is in addition to both holiday leave pay and holiday-worked pay.
  - (2) In the event that, subsequent to the Tuesday posting period, an emergency situation attributable to Act(s) of God arises that requires the use of manpower on that holiday in excess of that scheduled in the Tuesday posting, full-time regular employees who are required to work or who volunteer to work in this circumstance(s) do not receive *holiday scheduling premium*.
  - (3) When a full-time regular employee who is scheduled to work on a holiday is unable to or fails to work on the holiday, the supervisor may require another full-time regular employee to work the schedule, and the replacement employee is not eligible for *holiday scheduling premium*.
  - (4) Employees are not eligible for *holiday scheduling premium* while temporarily assigned to nonbargaining positions.
- d. For those eligible employees who receive TCOLA ([439.1](#)), Christmas-worked pay and the holiday scheduling premium are paid at 50 percent of the employee's basic rate, plus TCOLA, in those workweeks when FLSA overtime is earned. In those workweeks when FLSA overtime is not earned, these premiums are calculated in accordance with [434.53b](#) or [434.53c](#).

## 434.6 **Out-of-Schedule Premium**

### 434.61 **Policy**

#### 434.611 **General**

Out-of-schedule premium is paid to eligible full-time bargaining unit employees for time worked outside of and instead of their regularly scheduled workday or workweek when employees work on a temporary schedule at the request of management.

#### 434.612 **Timely Notice**

Payment of out-of-schedule premium is dependent on timely notice being given by management of the temporary schedule change, as follows:

- a. If notice of a temporary change is given to an employee by Wednesday of the preceding service week, even if this change is revised later, the employee's time can be limited to the hours of the revised schedule, and out-of-schedule premium is paid for those hours worked outside of and instead of his or her regular schedule.