




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.6
Subject: Holiday Time	Executed: January 1, 2006 Revised: February 1, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To give options to personnel for the method of payout for holiday time earned.

PROCEDURE

Holiday time earned for personnel working a forty-eight (48) hour workweek will be compensated at twelve (12) hours for each holiday observed by the City of Winchester. Personnel have the following options:

1. Holiday time earned can be coded as Holiday Pay and will be earned at time and one half the employee's hourly rate. **(Timesheet code (05) Holiday Pay)**
2. In lieu of holiday pay, personnel may code their holiday time earned as compensatory time at straight-time. Employees are reminded that only 40 hours of comp. time can be accrued and carried over to the next year. **(Timesheet code (12) Comp. Time at Straight Time)**

Personnel that work forty (40) hours per week will be granted eight (8) hours of paid holiday leave in lieu of pay on the day observed by the City of Winchester. **(Timesheet code (05) Holiday Pay)**

ADDITIONAL INFORMATION

Holidays will be paid on the day that is designated by the City of Winchester, not necessarily on the holiday itself. For proper timesheet coding, if the holiday falls on a Saturday it is observed by the City on Friday and if the holiday falls on a Sunday it is observed on Monday.