

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

**Office of Accounts and Control**

**TO:** Chief Payroll Officers  
All Departments and Agencies

**DATE:** December 7, 2011

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** Christmas Day (December 25<sup>th</sup>) Holiday Pay  
CPO 12-03

R.I.G.L. 25-1-1 provides that the holiday will be celebrated on the following Monday for these holidays if they fall on Saturday or Sunday: New Years Day, Fourth of July, Veteran's Day and Christmas Day.

Several years ago several unions and the state negotiated a change in the collective bargaining agreement dealing with HOLIDAY OVERTIME. The agreements provide that when the above holidays fall on a Saturday or Sunday, employees whose regularly scheduled workweek includes Saturday and/or Sunday will receive HOLIDAY OVERTIME if the employee actually works on the Saturday or Sunday (actual holiday). The employee will not receive HOLIDAY OVERTIME in the event the employee also works on the Monday when the holiday is observed. **This applies only to those employees whose bargaining agreements contain such language.**

If the employee wants to take the Saturday or Sunday (actual holiday) off, he/she may be granted the time off work in accordance with the provisions of the applicable union contract. If that employee then works Monday (observed holiday) he/she will not receive HOLIDAY OVERTIME.

Employees whose regular schedule does not include the weekend day, on which the holiday falls (actual holiday), but does include Monday (observed holiday); will receive HOLIDAY OVERTIME if the employee actually works on Monday.

Several examples follow to illustrate the above agreement:  
Sunday, December 25, 2011, under RIGL 25-1-1, is celebrated on Monday, December 26, 2011.

**Example 1:** Employee's scheduled workweek is forty (40) hours and includes Wednesday, Thursday, Friday, Saturday, and Sunday. Employee works his/her full shift on Sunday, December 25 (actual holiday), and works a full shift on Monday, December 26 (observed holiday).

Week Ending	S	M	T	W	TH	F	S
Dec 31, ' 11	8.0 HW	8.0 OT					

**Example 2:** Employee’s scheduled workweek is forty (40) hours and includes Wednesday, Thursday, Friday, Saturday and Sunday. Employee works their full shift on Sunday, December 25 (actual holiday), is off of work on Monday, December 26 (observed holiday).

Week Ending	S	M	T	W	TH	F	S
Dec 31, ‘11	8.0 HW	**					

**Example 3:** Employee’s scheduled workweek is forty (40) hours and includes Wednesday, Thursday, Friday, Saturday and Sunday. Employee is off of work on Sunday, December 25 (actual holiday), due to planned vacation or due to illness, and works a full shift on Monday, December 26(observed holiday).

Week Ending	S	M	T	W	TH	F	S
Dec 31, ‘11	**	8.0 OT					

**LEGEND:**

- \*\* = No exceptions reported.
- HW = Holiday hours worked.
- HS = Holiday hours at straight time.
- OT = Overtime hours worked.