



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

03-22-12

EFFECTIVE DATE

03-13-12

NO.

419-8

PERSONNEL POLICY

SUBJECT

Policy Series 400: Compensation
419 - Holiday Compensation

AMENDS

REFERENCE

PI: Automated Timekeeping System Procedures
SO: Work Year

RESCINDS

PPBM: 419-7

I. INTRODUCTION

The following ten days will be holidays for all members:

- | | |
|---------------------------|-----------------------------|
| 1. New Year's Day | January 1st |
| 2. Martin Luther King Day | Third Monday in January |
| 3. Presidents' Day | Third Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4th |
| 6. Labor Day | First Monday in September |
| 7. Veteran's Day | November 11th |
| 8. Thanksgiving Day | Fourth Thursday in November |
| 9. Day after Thanksgiving | Fourth Friday in November |
| 10. Christmas Day | December 25th |

II. POLICY

A. Members may be compensated for holidays in the following ways:

- *1. Holiday Off - Designated members will normally be granted holidays off and will not receive holiday pay or holiday time; however, they will receive their regular number of daily hours (8 or 10) of pay at the regular rate of pay.
- *2. Holiday Pay - A member may receive their regular number of daily hours (8 or 10) of holiday pay which is computed at straight time hourly rates in effect on the day of the holiday in addition to their normal hours of pay at the regular rate of pay.
- 3. Holiday Time - A member required to work on a holiday (H-Day) may receive holiday compensatory time at straight time rates in addition to their normal hours of pay at the regular rate of pay.

B. The type of holiday compensation (pay or compensatory time) granted to the member will be determined in advance and at the discretion of management.

C. Members will receive overtime compensation for time worked in excess of their normal regular tour of duty.

*D. Members who are normally granted holidays off but are required to work their regular number of daily hours (8 or 10) or less on a holiday will be authorized a four-hour callback or the actual time, whichever is greater, computed at the straight time hourly rate.

III. PROCEDURE

A. Sworn Members

1. Sworn members at the rank of captain or above:
 - a. Will normally be granted holidays off and will not receive holiday pay.
 - b. Will earn holiday time if required to work the holiday.
 - c. Will move the H-Day if the regularly scheduled R-Day falls on the holiday. This is in accordance with department written directives regarding regular days off scheduling.
 - d. Will have the day recorded as an H-Day rather than an S-Day if scheduled to work the holiday, but unable to work due to an illness or off-duty injury.
 - e. Who are required to work on a holiday, may switch a holiday with a work day within four weeks in advance of the holiday, subject to approval of the member's commander.
2. Sworn members below the rank of captain:
 - a. Assigned to an administrative assignment:
 - (1) Will normally be granted holidays off and will not receive holiday pay.
 - (2) Will receive holiday pay or time, at the discretion of management, if required to work on a holiday.
 - (3) Will move the H-Day if the regularly scheduled R-Day falls on the holiday. This is in accordance with department written directives regarding regular days off scheduling.
 - (4) Will have the day recorded as an H-Day rather than S-Day if scheduled to work the holiday, but unable to work due to an illness or off-duty injury.
 - b. All other sworn members:
 - * (1) Will receive their regular number of daily hours (8 or 10) of holiday pay. The member will work on the day of the holiday unless the holiday occurs on a scheduled regular day off or the member is permitted to take a vacation day, overtime day, extra day, or personal day.
 - (2) Will receive holiday pay when on funeral leave on a holiday.

- (3) Will have the day recorded as an H-Day rather than an S-Day if scheduled to work the holiday, but unable to work due to an illness or off-duty injury, but will not receive holiday pay.

B. Non-Sworn Members

1. Non-sworn members having management authority and responsibility for a department element:
 - a. Will normally be granted holidays off and will not receive holiday pay.
 - b. Will receive holiday time if required to work the holiday.
 - c. Will move the H-Day if the regularly scheduled R-Day falls on the holiday.
 - d. Who are required to work on a holiday, may switch a holiday with a work day within four weeks in advance of the holiday, subject to approval of the member's commander/supervisor.
2. Non-sworn members in the Crime Scene Investigations Section and the Communications Unit are eligible for holiday pay. Only members of the Communications Support Unit who are scheduled to work will receive holiday pay.
 - *a. The member will work on the day of the holiday and receive their regular number of daily hours (8 or 10) of holiday pay unless the holiday occurs on a scheduled regular day off or the member is permitted to take a vacation day, overtime day, extra day, or personal day.
 - b. If the member is on funeral leave during a holiday, they will receive holiday pay.
 - c. If the member is scheduled to work the holiday, but unable to work due to an illness or off-duty related injury, the day will be recorded as an H-Day rather than an S-Day and the member will not receive holiday pay.
 - d. Training Supervisors and Trainees will be ineligible for holiday pay while in classroom training.
3. All other non-sworn members normally will be granted holidays off and will not receive holiday pay. The member will move the H-Day if the regularly scheduled R-Day falls on the holiday.
4. Non-sworn members who are required to work on a holiday:
 - a. May switch a holiday with a work day within four weeks in advance of the holiday.

- b. Will have the day recorded as an H-Day rather than an S-Day if unable to work due to an illness or off-duty injury, but will not receive holiday pay.
 - c. Which occurs on a scheduled regular day off, will receive overtime compensation for the R-Day work and will move the H-Day.
- *C. An Overtime Voucher - Other Than Court Time, Form 55 P.D., will be completed and forwarded to the Payroll Section to report holiday pay.
- D. Bureau commanders will submit recommendations for sworn positions which are ineligible for Holiday Pay, unless required to work, for approval to the Chief of Police. A list of these positions (including Sick Leave, Injury Leave and Temporary Limited Duty Pool) is maintained by Employee Benefits Unit.
- *E. The commander/supervisor will prepare a Daily Exception Entry Sheet, Form 469 P.D. or 469A P.D., when a member wishes to move an H-day, and forward to the timekeeper. A copy of the form will be forwarded to the Payroll Section.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2012.

Patrick A. McInerney
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledgement SyStem (PASS)