



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PERSONNEL POLICY**

DATE OF ISSUE

11/30/2022

EFFECTIVE DATE

11/30/2022

NO.

419-9

SUBJECT

Policy Series 400: Compensation  
419 - Holiday Compensation

AMENDS

REFERENCE

P.I.: Timekeeping Procedures  
P.P.B.M.: 745 Leave Without Pay  
826 Limited-Duty  
CBA between the Fraternal Order of Police Lodge 99 & 102 and the  
Board of Police Commissioners

RESCINDS

PPBM: 419-8  
S.O. 21-09

**\*I. INTRODUCTION**

This written directive provides guidelines for compensation on observed holidays.

**\*II. TERMINOLOGY**

A. **Group A** – For the purposes of this directive, the following members will be referred to as Group A.

1. Sworn members at the rank of captain or above.
- \*2. Sworn members below the rank of captain assigned to an administrative assignment.
  - a. Administrative assignment is a classification for many positions within the Department based upon a member's job responsibilities, duties, and job description.
  - b. Job descriptions are maintained by the Human Resources Division.
3. Non-sworn members who have management authority and responsibility for a Department element.
- \*4. Non-sworn members assigned to the Communications Support Unit scheduled to work on the H-Day.
5. All other members that do not fit in Group B.

B. **Group B** – For the purposes of this directive, the following members will be referred to as Group B.

1. Sworn members below the rank of captain not assigned to an administrative assignment.
2. Non-sworn members assigned to the Crime Scene Investigations Section.

3. Non-sworn members assigned to the Communications Unit.
- \*C. **Holiday Off (Day off or H-Day)** – Designation for members who will not receive holiday pay but will receive their regular number of daily hours (8 or 10) of pay at the regular rate of pay and have the indicated holidays as a day off (H-day).
  - D. **Holiday Pay** – Compensation of pay computed at straight time hourly rates in effect on the days classified as a holiday in addition to their normal hours (8 or 10) of pay at the regular rate of pay.
  - \*E. **Holiday Overtime** – Compensation (pay or compensatory time) that a member will receive when required to work on a designated Department holiday (H-Day) at straight time in addition to their normal hours (8 or 10) of pay at the regular rate of pay.

### III. POLICY

- A. The following days are designated as holidays (H-Day) for all members:
 

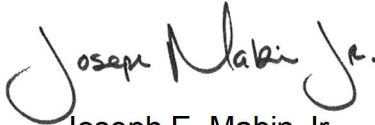
1.	New Year's Day	January 1st
2.	Martin Luther King Day	Third Monday in January
3.	Presidents' Day	Third Monday in February
4.	Memorial Day	Last Monday in May
*5.	Juneteenth	June 19th
6.	Independence Day	July 4th
7.	Labor Day	First Monday in September
8.	Veteran's Day	November 11th
9.	Thanksgiving Day	Fourth Thursday in November
10.	Day after Thanksgiving	Fourth Friday in November
11.	Christmas Day	December 25th
- \*B. The work year calendar for the date each holiday is observed by the Department will be issued each year.

- C. The type of holiday compensation (pay or compensatory time) granted to the member will be determined in advance and at the discretion of the member's chain of command.
- D. Members will receive overtime compensation for time worked in excess of their normal regular tour of duty.
- \*E. Members on approved unpaid leave will not be placed on an H-day nor receive holiday pay. For information regarding leave without pay, members should refer to the current written directive entitled, "Leave without Pay."
- F. Sworn members and non-sworn members of the Communications Unit and the Crime Scene Investigations Sections who are on funeral leave during a holiday will receive holiday pay.

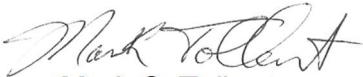
#### **IV. PROCEDURE**

- A. Members identified as Group A will:
  - 1. Normally be granted the H-Day off and will not receive holiday pay.
  - 2. If required to work on the H-Day:
    - \*a. Earn holiday overtime.
      - (1) Members will complete the Overtime Voucher-Other than Court Time, Form 55 P.D. (Overtime Voucher)
      - (2) The Overtime Voucher will be submitted to the designated timekeeper for entry into the Timekeeping System.
      - (3) The original Overtime Voucher will be forwarded to the Payroll Section for compensation of the holiday.
      - (4) A copy of the Overtime Voucher will be kept in the member's unit file.
    - b. On approval by their commander, may switch an H-Day with a work day within four (4) weeks in advance of the H-Day.
  - \*3. Move the H-Day within four (4) weeks in advance if the regularly scheduled day off (R-Day) falls on the H-Day.
    - a. When an H-Day is moved for any member not assigned to the Patrol Bureau or Communications Unit, the Daily Exception Entry Sheet, Form 469 P.D., will be completed.

- b. A copy of completed form will be forwarded to the Payroll Section.
- \*4. Have the day recorded as an H-Day rather than a Sick day (S-Day) if the member is scheduled to work on the H-Day but is unable to due to an illness or personal related injury.
- B. Members identified as Group B will:
  - 1. Receive their regular number of daily hours (8 or 10) of holiday pay.
  - \*2. Work the day of the holiday unless the holiday occurs on a scheduled regular day off (R-Day) or the member is permitted to take accrued paid leave, except sick (S) time.
  - 3. If scheduled to work the H-Day but unable to do so due to an illness or off-duty injury (not secondary employment injury), the day will be recorded as an H-Day rather than a sick day (S-Day) and will not receive holiday pay.
- C. Non-sworn members who are required to work on an H-Day that occurs on a scheduled R-Day will receive overtime compensation for work completed on the R-Day and will move the H-Day within four (4) weeks in advance.
- \*D. Members on limited duty will refer to the current written directive entitled, "Limited-Duty" for guidelines regarding holidays off or holiday pay.
- E. 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.

  
Joseph E. Mabin Jr.  
Chief of Police

Adopted by the Board of Police Commissioners this 15th day of November, 2022.

  
Mark C. Tolbert  
Board President

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