

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-73

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for **Chapter (s): 11B**

SUBJECT: Premium Pay – Holiday Premium Pay

Date: February 25, 2010

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-38, *same subject*, dated March 30, 2005.

The following types of **Premium Pay** are authorized for certain employees covered under the new compensation rules contained in Chapter 11 of the D.C. personnel regulations, Classification and Compensation:

TYPES OF PREMIUM PAY

HOLIDAY PREMIUM PAY
SUNDAY PREMIUM PAY
NIGHT DIFFERENTIAL PAY
ADMINISTRATIVE CLOSING PAY/LEAVE
LOCAL ENVIRONMENT PAY
ON-CALL PAY

This E-DPM instruction explains the rules and procedures for **HOLIDAY PREMIUM PAY**.

1. Applicability

Holiday premium pay is not authorized for employees at grades 15 or above.

2. Collective Bargaining Agreements

Any holiday pay provisions of a collective bargaining agreement will take precedence over

Note: E-DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

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Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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the provisions of this instruction for those employees covered by the agreement, to the extent that there is a difference.

3. Holiday Premium Pay

Holiday premium pay is additional pay authorized for *holiday work*.

- **Holiday work** means all work performed within an employee’s scheduled tour of duty on a day designated by law as a holiday for the District government, or established as an in-lieu-of-day when the employee’s regularly scheduled day off falls on a holiday.
- Such an employee is entitled to pay at his or her rate of basic pay for the scheduled tour of duty plus premium pay paid at the employee’s hourly rate of basic pay for each hour of holiday worked.
- An employee who is required to perform holiday work is entitled to a minimum of 2 hours of holiday premium pay.
- One-quarter (1/4) of an hour is the smallest fraction of an hour used for crediting holiday premium pay, however, when holiday work is performed in other than the full fraction, odd minutes shall be rounded up or down to the nearest full fraction (i.e., quarter) of an hour.
- As applicable, an employee is entitled to pay for overtime work on a holiday at the same rate as for overtime work on other days.
- Holiday premium pay is in addition to other pay and it is not considered basic pay for any purpose.

4. Examples

The following are examples of holiday premium pay computations:

Example 1: A Career Service employee (non-union) in a position at CS-07/01 level, with an annual salary of \$34,706, performed 8 hours of work on **Monday, February 15, 2010** (Washington’s Birthday). The employee is entitled to holiday premium pay as follows:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$34,706 \div 2080$)	\$ 16.68
Biweekly Rate	Multiply hourly rate by 80 ($\$16.68 \times 80$)	\$ 1,334.40
Holiday Premium Pay	Multiply rate of pay by total number of non-overtime hours worked on holiday (not to exceed 8 hours) ($\$16.68 \times 8$)	\$ 133.44
Total Biweekly Pay before Taxes ($\$1,334.40 + \133.44)		\$ 1,467.84

*2080 represents the number of hours worked per year.

Example 2: A Management Supervisory Service employee (non-union) in a position at MS-12 level with an annual salary of \$66,953, performed 8 hours of work on **Monday, February 15, 2010** (Washington's Birthday). The employee is entitled to holiday premium pay as follows:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$66,953 \div 2080$)	\$ 32.19
Biweekly Rate	Multiply hourly rate by 80 ($\$32.19 \times 80$)	\$2,575.20
Holiday Premium Pay	Multiply rate of pay by total of holiday premium pay hours not to exceed 8 hours ($\$32.19 \times 8$)	\$ 257.52
Total Biweekly Pay before Taxes ($\\$2,575.20 + \\257.52)		\$2,832.72


*2080 represents the number of hours worked per year.

5. Definitions

- **Rate of basic pay** – the pay rate fixed by law, Wage Order, or Mayor's Order for the position held by an employee before any deductions and exclusive of additional pay of any kind, except as otherwise provided.
- **Scheduled tour of duty** – the hours of a day and the days of a basic workweek that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

6. Reference

- **Holiday Premium Pay** – Section 1132 of Chapter 11 of the regulations


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 Director