



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD 59/11
November 04, 2011

TO: Agency Administrators
Personnel Representatives
Payroll Clerks

FROM: Teresa J. Thienhaus, Administrator
Division of Human Resource Management

SUBJECT: Holiday Pay for Ten-Hour Shift Employees

Handwritten signature of Teresa J. Thienhaus in cursive.

With more employees working innovative schedules and many holidays approaching, the Division of Human Resource Management is sending this reminder regarding the proper coding of holiday pay for such employees. The following guidelines are based upon NAC 284.255 and NAC 284.256 and must be followed to ensure proper holiday compensation. For reference, examples are attached.

Ten-hour shift employees who do not work their scheduled day that falls on a holiday

These employees have three options to bring their base hours to 40 hours for the pay week:

1. Receive eight hours of holiday pay for the holiday, record two hours of leave (annual, comp, etc.) for the holiday, and work ten-hour shifts the remaining three shifts.
2. Receive eight hours of holiday pay for the holiday and work eight-hour shifts the rest of the week.
3. Receive eight hours of holiday pay for the holiday, 'flex on' an additional two hours on non-holiday days, and work ten-hour shifts the remaining three shifts. Employees may not 'flex on' the holiday as work performed on a holiday must be compensated with holiday premium pay.

Ten-hour shift employees who work on their scheduled day that falls on a holiday

These employees must be compensated with holiday premium pay for any hours worked on the holiday, excluding overtime hours. Therefore, if such employees work their ten-hour shift on the holiday, they receive ten hours of holiday pay and ten hours of holiday premium pay.

Please note that if these employees work less than their ten-hour shift, they must record leave in order to bring their base hours to 40 for the pay week (see example Employees C – F).

Ten-hour shift employees whose regular day off falls on a holiday

These employees must be compensated with eight hours day off holiday pay (PDOH or ADOH).

These guidelines must be reflected on all timesheets submitted Pay Period 11 (10/31/2011 through 11/13/2011) forward. To ensure timesheets are submitted properly, please forward this information to all ten-hour shift employees.

If you have any questions regarding this topic, please contact Peter Long, Compensation, Classification, and Recruitment Division Administrator, at (775) 684-0103 or Adam Drost, Central Payroll Manager, at (775) 687-9077.

Ten-Hour Shifts with a Holiday

Employee A

Scheduled Day - Did Not Work

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)								Leave (UAL, etc.)	

Alternatively, employee can work eight-hour shifts for week (no leave usage required).

Employee B

Scheduled Day - Worked 10 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)									
Holiday Premium Pay (PHPRM)									

Employee C

Scheduled Day - Worked 1 Hour

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)								Leave (UAL, etc.)	
PHPRM									

Employee D

Scheduled Day - Worked 2 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)								Leave (UAL, etc.)	
PHPRM									

Employee E

Scheduled Day - Worked 4 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)								Leave (UAL, etc.)	
PHPRM									

Employee F

Scheduled Day - Worked 9 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)									Leave
PHPRM									

Employee G

Scheduled Day - Did Not Work Shift,
but called back to work for 2 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PRT)								Leave (UAL, etc.)	

+ 2:00 PCALL

Employee H

Regular Day Off - Did Not Work

1	2	3	4	5	6	7	8
Holiday Pay (PDOH)							

Employee I

Regular Day Off - Worked 10 Hours

1	2	3	4	5	6	7	8	9	10
Holiday Pay (PDOH)									
Overtime (POT)									