



KANSAS CITY MISSOURI POLICE DEPARTMENT

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NO.

419-10

PERSONNEL POLICY

SUBJECT

**Policy Series 400: Compensation
419 - Holiday Compensation**

AMENDS

REFERENCE

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

RESCINDS

PPBM: 419-9

***I. INTRODUCTION**

This written directive provides guidelines for compensation on observed holidays. Holiday compensation is not mandated under the provisions of The Fair Labor Standards Act (FLSA); however, the Department grants this compensation in the form of payment or day off as a benefit to its members.

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 Department holiday.
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, 10, or 11) of pay at the regular rate of pay and have the indicated holidays as a day off (H-day). An H-Day may be used in accordance with the current written directive entitled, “Family and Medical Leave.”
- *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, 10 or 11) 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, 10, or 11) 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 1 st |
| 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 19 th |
| 6. | Independence Day | July 4 th |
| 7. | Labor Day | First Monday in September |
| 8. | Veteran’s Day | November 11 th |
| 9. | Thanksgiving Day | Fourth Thursday in November |
| 10. | Day after Thanksgiving | Fourth Friday in November |
| 11. | Christmas Day | December 25 th |
- 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 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) A second occurrence Overtime Voucher for time worked in excess of their regular 8 or 10-hour tour-of-duty will be completed by the member.
 - (3) The Overtime Voucher will be submitted to the designated timekeeper for entry into the Timekeeping System.
 - (4) The original Overtime Voucher will be forwarded to the Payroll Section for compensation of the holiday.
 - (5) A copy of the Overtime Voucher will be kept in the member's unit file.
 - *b. On approval by their commander, members may switch an H-Day with a work day within the same 28-day pay period and calendar year as the H-Day.

- *3. Move the H-Day within the same 28-day pay period and calendar year as the H-Day 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, 10, or 11) 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.
- *4. Sworn members assigned to the 11-hour Work Plan who are required to work overtime on a 6-hour work day that falls on an H-Day:
 - a. Will earn holiday overtime for time worked in excess of their regular 6-hour tour-of-duty up to a total of 11 hours.
 - (1) Members will complete an Overtime Voucher and indicate Special Overtime Code "Y."
 - (2) The completed Overtime Voucher will be submitted to the designated timekeeper for entry into the Timekeeping System.
 - (a) The original Overtime Voucher will be forwarded to the Payroll Section for compensation.
 - (b) A copy of the Overtime Voucher will be kept in the member's unit file.
 - b. For time worked in excess of 11 hours, a separate Overtime Voucher will be completed (first occurrence with no code).

- 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 the same 28-day pay period and same calendar year as the H-day.
- 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 the Employee Benefits Unit.
- *F. Information Services Division will be responsible for entry of H-Days at the beginning of each calendar year.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 23rd day of April 2024.



Cathy J. Dean
Board President

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