

**We are starting a weekend shift – Friday, Sat., Sun, three 12-hour days. Would any members be willing to share their policies regarding PTO & holiday pay. Do weekend shift employees get paid for 8 hours paid time off for holidays? How many Holidays do they receive? Generally how do you handle this?**

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### **Overtime**

When non-exempt employees' operating requirements or other needs cannot be met during regular work hours, overtime work assignments may arise. In some situations, you may be required to work overtime, while in other situations you may be offered the opportunity to volunteer for overtime work. The manager in your department must pre-approve all overtime. This includes work before your regular starting time, after your scheduled ending time, or on weekends.

If you are classified as a non-exempt employee, you will be paid **one and one-half times** your regular hourly rate of pay for all hours actually worked beyond 40 hours in any given workweek, except where state laws differ and *The Company* has facilities. Paid time off or leaves of absence are not considered time worked for purposes of performing overtime calculations.

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We don't have 12 hour shifts like that.

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We only pay 8 hours for the holiday...regardless of what the employee's normal work hours are. If you're full-time, you get the holiday regardless if it falls on your regularly scheduled day or not. As for PTO, employees are charged 12 hours. Some of our 12 hour employees work 4 days per week. If they want the entire week off, we only charge them 40 hours rather than 48.

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We do not currently have a weekend shift, but at one point we did and the rules remain in our Employee Handbook for PTO and Holiday Pay.

Holiday Pay is paid at 12 hours per day if the Holiday falls on a “normally scheduled” day (in this example – Friday through Sunday) or they receive NO pay. By definition this does not allow pay for Memorial Day, Labor Day, Thanksgiving, or the day after. To cover vacations often times an employee is asked to cover another employee’s M-F work shift so in that case they would be paid – reason is that no one would take the shift otherwise. Lastly, both Christmas and New Years are considered non-work days and the work days are moved forward/back dependent on the situation. Pay is based on their straight time wage.

PTO is considered an employee prerogative and can be used at any time with approval. However, a swing shift employee is entitled to 48 hours pay rather than 24 hours per calendar year. Pay is based on their straight time wage.

Needless to say their straight time wage rate has been adjusted upward to reflect working 36 hours rather than 40 hours (M-F). In plain talk, if an employee made \$1,000 for M-F then he will make \$1,000 for working swing as well.

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We’ve never had just a week-end shift. However, we’ve run a 4 day 2nd shift & employees were paid 7.5 hrs. holiday pay for all 10 holidays, same as all other employees. Those employees also received paid vacation, paid sick leave & paid personal leave benefits, just as any other employee.

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We do not have weekend shifts, however we do have 2 shifts that work 4 10-hour days. We still pay holidays at 8 hours.

We still have the standard 6 holidays (New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving day, and Christmas day). Employees can take the other 2 hours on a holiday as PTO or unpaid – their choice.

We also allow them to use their PTO in 1 hour increments whenever they use PTO.

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When we had 12 hour shifts, we added in the equivalent # of holiday hours our regular employees received and then if this created additional paid time off for those individuals as there were so few actual holidays on their shift. However if you are concerned about having coverage for the weekend another way to do this is to increase the hourly rate.

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Our vacation is based on years of service and by shifts worked within the year ie. 20 shifts = 1 day, 21-40 = 2 days ... over 175 shifts 10 days. Everyone who has worked more than 90 days is eligible for holiday pay and it is paid at the number of hours they regularly work, but our employees work either 7.5 or 8 hour days.

At another company that I worked, they worked 12 hours/day, 3 on 4 off, 4 on 3 off. They received 8 hours of holiday pay. If they were scheduled to work on the holiday, they also received 8 hours of holiday worked pay which essentially amounts to double time for working the holiday even though it is a regularly scheduled work day.

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