

## **Fournier, Cheryl**

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**From:** Fournier, Cheryl  
**Sent:** Tuesday, March 20, 2018 12:14 PM  
**To:** Contact all Councilors  
**Subject:** PD Holiday - 2019 Budget information

The account 60112 is for Extra Holiday time. Here are a few things that can change the amount paid as extra holiday time:

- The employee needs to work 30 days that could take an employee 6 weeks (working 5 days a week) to reach being eligible for holiday pay.
- If the employee gets approved to take the holiday off instead of work, the holiday is not extra pay. We budget for the employee to be paid 40 hours out of their normal salary line, that is why we post to their normal salary line when the day is taken off. Also, holiday time is considered worked time in regards to overtime (per contract).
- Extra Holiday time is when the employee works their full 40 hours, and the holiday is paid in addition to the normal worked hours. This funds go into 60112

**Cheryl Fournier**  
**Finance Director**

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