

Holidays, Leave, and Vacations

Port Authority Holidays

The Port Authority recognizes twelve (12) holidays each year for full-time employees on active payroll status, which correspond to the following actual holidays:

New Year's Day (Jan. 1)	Memorial Day	Thanksgiving Day
Martin Luther King Day	Juneteenth (June 19)	Friday following Thanksgiving
Presidents' Day	Independence Day (July 4)	Christmas Eve (Dec. 24)
Good Friday	Labor Day	Christmas Day (Dec. 25)

Because some of these actual holidays sometimes fall on a Saturday or Sunday, each year the Port Authority will communicate designated holiday dates to employees.

If a designated holiday falls on an employee's ETR Day, the employee may take off on the workday preceding or following the holiday. Employee and departments shall not establish their own holiday schedules or accrue work hours for time off at a later date.

Holiday Pay

Holiday pay refers to a pay credit paid in addition to pay for hours actually worked. To be eligible for holiday pay, an employee must be in a paid status on the full regularly scheduled workday preceding the designated holiday and the first full regularly scheduled workday following the designated holiday.

Holiday pay is paid at the employee's regular hourly pay rate. The number of hours of holiday pay will be determined based upon the employee's normal work schedule and shall not exceed nine (9) hours per holiday. For payroll purposes, holiday pay will be credited on the designated holiday. In no event will an employee receive holiday pay for both a designated holiday and the corresponding actual holiday. Holiday pay hours shall not count for purposes of calculating overtime eligibility.

Pay for Hours Worked on Actual Holiday

If a non-exempt employee works on one of the twelve (12) actual holidays, the Port Authority pays the employee holiday pay (which would be credited on the designated holiday) in addition to one and one-half times the employee's regular hourly pay rate for all hours worked that actual holiday.

If a non-exempt employee works on one of the twelve (12) Port Authority designated holidays, and the designated holiday is not the actual holiday, the Port Authority pays the employee holiday pay in addition to regular hourly pay for actual hours worked that designated holiday.

For example, if New Year's Day (January 1st) falls on a Sunday and the Port Authority designates January 2nd as a holiday, an employee who works January 1st would receive holiday pay in addition to one and one-half times the employee's regular hourly pay rate for all actual hours worked that day. An employee who works January 2nd would receive holiday pay in addition to regular hourly pay for actual hours worked that day.