

MEMORANDUM

State of Alaska
Department of Administration
Division of Labor Relations

To: Mila Cosgrove, Director
Division of Personnel
All Technical Services staff
All Management Services staff

Date: October 5, 2005

From: Art Chance
Director

Phone: 465-4404

Fax: 465-2269

Email: art_chance@admin.state.ak.us

Subject: Holiday Pay and Leave Washing

I have been asked to clarify the situation in which an employee's leave is "washed" the day before or after a holiday and whether or not that changes their eligibility for holiday pay.

Leave washing occurs when an employee is absent from work during the normal workweek, but does not need to take any leave because the minimum workweek guarantee is met. This situation is not the same as an employee who is on leave without pay. There are multiple reasons why an employee may be on leave without pay, but leave without pay is used in situations where an employee was required to work, was not at work, and has no approved leave to cover the absence.

When an employee's leave is washed the day before or after a holiday, the employee's eligibility for holiday pay does not change. When an employee is absent but does not need to take leave because the minimum workweek guarantee is met, he or she is not put on leave without pay, it is merely an absence from work; there is no leave, with or without pay. No leave is needed because this employee's workweek was changed; the employee was not required to work during the absence because he / she otherwise fulfilled the minimum workweek guarantee.

I hope this clarifies the effect of leave washing on the entitlement to holiday pay.

Cc: All LR staff
LR web-site
APT