

## AIA Policies and Procedures Manual

### Holiday Compensation Adjustment – State Tournament

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For all State Tournaments that fall on holiday weekends:

#### 3 Day Holiday weekends:

- ✓ **When Friday is the holiday** of a three day holiday weekend = additional **\$10.00 per worker** (NOT PER HOUR) when working that Friday.
- ✓ **When Monday is the holiday** of a three day holiday weekend = additional **\$10.00 per worker** (NOT PER HOUR) when working that Monday.

**When Monday is the holiday, the previous Friday IS NOT part of the 3-day holiday weekend. That Friday is a normal workday, no additional pay when working that Friday.**

- ✓ **Saturday** of a three day holiday weekend = additional **\$15.00** per worker, **when Friday OR Monday is the Holiday**

#### 4 Day weekends:

- ✓ **Friday** of a four day holiday weekend = additional **\$15.00** per worker
- ✓ **Saturday** of a four day holiday weekend = additional **\$20.00** per worker.

*The only holiday this typically applies to is Thanksgiving.*

- **The adjusted holiday rate is to be entered into the TIER by the Site Director for each applicable event in lieu of the regular rate.**
- **PLEASE add a second line per TEE (Tournament Employee) for holiday pay. Do not add the rates together.**

HOLIDAY COMPENSATION ADJUSTMENT

Additional \$ per shift

FEDERAL HOLIDAYS

SUN	MON	TUE	WED	THU	FRI	SAT
					IF HOLIDAY is THIS day + \$10	+ \$15
	No Holiday Pay on this day					

3 Day Holiday Weekend

SUN	MON	TUE	WED	THU	FRI	SAT
					No Holiday Pay on this day	+ \$15
	IF HOLIDAY is THIS day + \$10					

3 Day Holiday Weekend

SUN	MON	TUE	WED	THU	FRI	SAT
			No Holiday Pay	HOLIDAY (T-giving)	+ \$15	+\$20
	No Holiday Pay					

4 Day Holiday Weekend