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HOLIDAY PRACTICES SURVEY



2022

HOLIDAY PRACTICES SURVEY



CONFIDENTIAL SURVEY REPORT

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- Be restricted to authorized personnel only
- Not be used in collective bargaining or grievance proceedings
- Protect, completely, organizational identity

*For a complete list of surveys available from MRA please visit our website at www.mranet.org.
Survey questions can be directed to 800.488.4845, ext. 3508 or Surveys@mrnet.org.*

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A nighttime photograph of a city skyline reflected in a body of water. The scene includes a prominent skyscraper with a pointed top, several other illuminated buildings, a bridge with streetlights, and a row of trees in the foreground. The lights from the buildings and bridge are reflected in the calm water. A dark blue banner with white text is overlaid on the top right of the image.

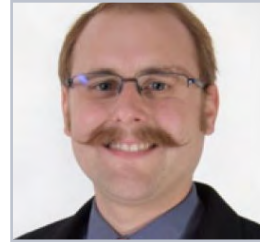
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HOLIDAY PRACTICES

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HOLIDAY PRACTICES AT A GLANCE

Holiday festivities are often events that people look forward to and plan towards throughout a calendar year. As employers, they are ways to show additional benefit, appreciation, and culture among the total reward offerings of the organization. Each organization will have its constraints towards navigating the holiday schedule and compensation of its employees. Knowing what other employers are planning for their holiday calendar and benefits allows for better understanding of what employees will be expecting and appreciating.

Holiday time off or holiday pay is determined by each employer, with many factors going into determining what is right for the organization. While there is no law that requires an employer to pay employees for a holiday if they do not work that day, it is a prized benefit of employees across all positions and industries.

"When any organization provides holiday pay, it can show that they care about their employees and their personal time."

*Kristie Haase, Employee Engagement Survey Director,
MRA - The Management Association*

As organizations take a more aggressive approach towards attracting and retaining top talent, updating or creating a solid holiday pay plan can be a great way to demonstrate your culture and rewards. The information in this survey will help gauge what other organizations are doing and how your organization compares.

MRA has a history of producing accurate and timely information to help member organizations understand the changes and trends that are occurring within HR. It is to be used to benchmark according the organization's philosophy. Results of the questions that were surveyed are shown in tables on the pages following this summary. They include additional breakouts when enough clean, relevant data was present.

"Our Holiday Practices Survey is an incredibly popular survey. As each year poses different challenges to when and how to recognize holidays, having this many responses provides a great benchmarking tool for organizations to use in their evaluation and decision making. MRA is proud to provide this survey to its members."

*Zach Day, Director, Surveys, Custom Research & Analytics,
MRA - The Management Association*

SURVEY PARTICIPATION

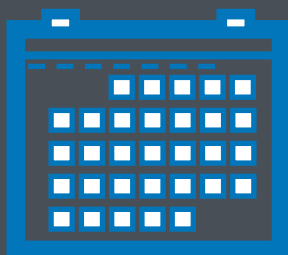
Fig. 1



999
PARTICIPATING ORGANIZATIONS

SURVEY CONDUCTED

Fig. 2



SEPTEMBER 2021
SURVEY CONDUCTED

QUESTIONS SURVEYED

Fig. 3



25
QUESTIONS SURVEYED

WHAT IS **HOLIDAY PAY**?

Holiday pay is compensation given to employees for working or not working on a defined holiday or observance. Often times, holiday pay can serve as fringe benefit to employees to allow them time off during the holiday without losing pay.

While there is no law that requires an employer to pay employees for a holiday if they do not work that day, it is a prized benefit of employees across all positions and industries.

The most common days observed are:

- New Year's Day
- Christmas Eve
- Christmas Day
- Labor Day
- Thanksgiving Day
- Memorial Day
- Independence Day

In 2022, 46% of organizations will be offering between 8-9.5 days of paid holidays. This may include some federal holidays such as Martin Luther King Jr. Day or Presidents day.

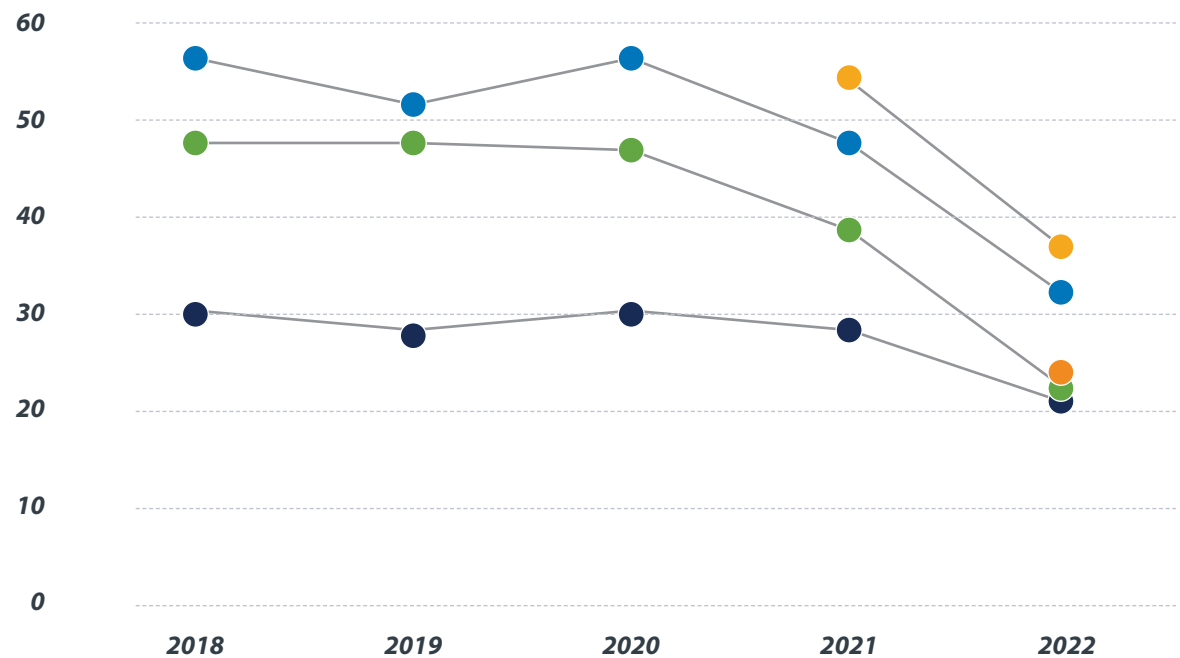
In addition to holidays, organizations have shown appreciation for their staff in different ways outside of the standard holiday time off or pay (Fig.4). Over the last couple of years there has been a steady decline in other paid days off or events. This could be due to COVID, which has caused organization's to get creative with other benefits and incentives they offer employees.

Fig.4

5-Year Trend of Other Paid Days Off or Events

- APPRECIATION LUNCHES
- HOLIDAY OR END-OF-YEAR PARTY
- COMPANY PICNIC
- DEPARTMENT-DRIVEN SOCIAL EVENTS
- ORGANIZATION SUMMER ACTIVITY OR EVENTS

Note: Appreciation lunches was added in 2021 and company picnic was added in 2022.



HOLIDAY PRACTICES AT A GLANCE

DESIGNING A POLICY **ON HOLIDAY PAY**

When creating a holiday pay policy, it is important to be specific about what is involved in the policy, what is allowed and what isn't, as well as how holiday pay is calculated. Doing so can help mitigate any additional questions and/or legal action.

Some ways to ensure a solid holiday pay policy:

- Be clear on eligibility:
 - Policies should state which employees are eligible, conditions that determine whether an employee is eligible, and the number of scheduled paid holidays that are given.
 - Examples: Full-time employees are allotted 8 hours per holiday. An employee must be scheduled for at least 20 hours per week and have a good standing within the organization to be eligible to receive holiday pay.
- Describe holiday pay for exempt and nonexempt employees:
 - It is important to determine how pay works for salaried and hourly employees within an organization on holidays. The FLSA mandates that any exempt employees must receive their full salary for any workweek in which they do work, and any business closure that includes holidays.
- Determine how holiday pay is given:
 - Although, FLSA does not require overtime, time-and-a-half pay, or double-time pay for hours worked on holidays, it does require time-and-a-half pay for any hours worked over 40 in a given workweek. Consider this information

when deciding who receives time-and-a-half or double-time for working on a holiday.

- Define floating holidays:
 - In addition to regular holidays, sometimes employers can offer floating holidays. These floating holidays are to be used during the calendar year. If floating holidays are offered to employees, clearly state how they accrue, whether they can be carried over or if they can be cashed out when an employee leaves an organization.
 - Example: Three days are given for floating holidays at the start of every year.
- Review state laws:
 - Ensure you are up to date with each state your organization does business in as laws can vary from state to state.

RESOURCES ON **HOLIDAY PAY**



There are many holidays employers may choose to observe. Learn more about the most common United States workplace holidays by visiting our [website](#).

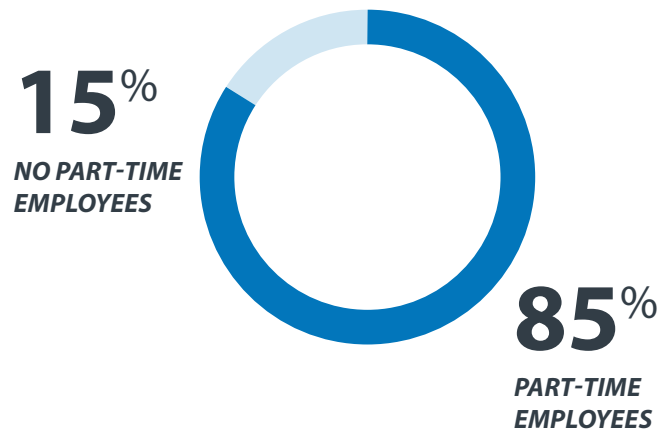
For an example on holiday policies organizations can put in place, click [here](#).

Want to talk it out? Call our HR Hotline 24/7 at 866.474.6854 to get the conversation going or email us at InfoNow@mrnet.org.

HOLIDAY PRACTICES AT A GLANCE

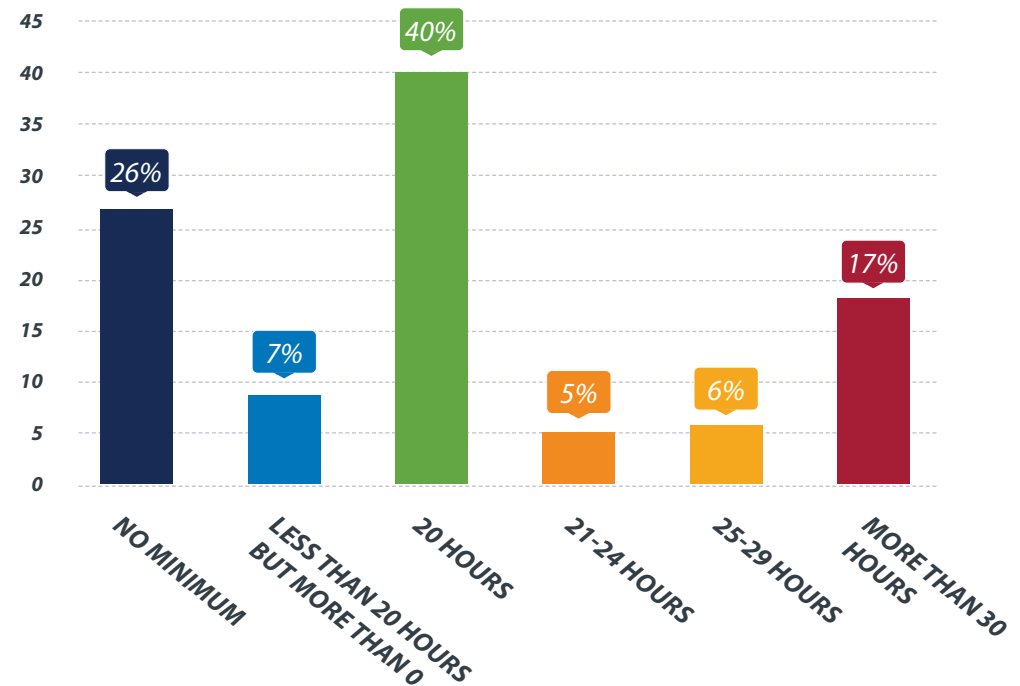
Organizations Who Have Part-time Employees

Fig. 5



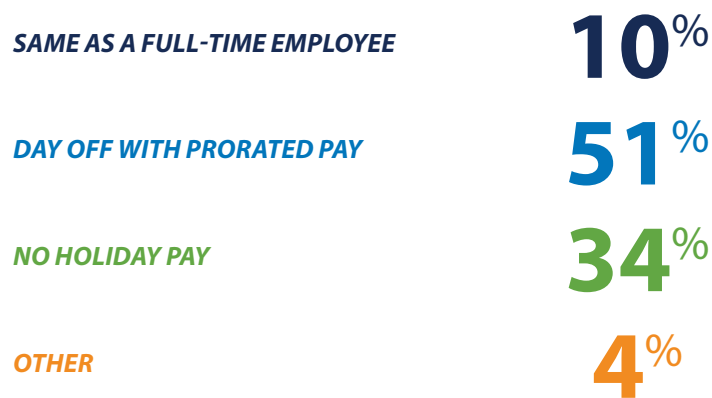
Part-time Employees Minimum Hours Worked in a Week for Holiday Pay

Fig. 7



How Holiday Pay is Given to Part-time Employees

Fig. 6





PART-TIME **EMPLOYEES**

Depending on the employer, the benefits a part-time employee receives can be different from a full-time employee. Statutory benefits, fringe benefits, or a reduced benefits package are some of the ways they can differ from full-time employees. Having a good benefits package for part-time employees can entice top talent to stay within an organization.

Of the organizations that have part-time employees (85%), nearly two-thirds offer holiday pay as a benefit to part-time employees ([Fig. 6](#)). The amount of hours an employee needs to work varies from organization to organization ([Fig. 7](#)).

HOLIDAY PRACTICES AT A GLANCE

HOLIDAY PARTIES

End-of-year celebrations are an effective way for organizations to express gratitude to employees. It is also a perfect opportunity to allow employees to get together in a stress-free environment to celebrate the various seasonal festivities along with their achievements over the past year.

When done properly, company holiday parties can cultivate employee engagement, make employees feel appreciated, and give employees something to look forward to. After 2020 ruled out large company gatherings, some are now ready to resume end-of-year celebrations in some way, shape, or form. Thirty-three percent of employers are holding a holiday party of sorts for their employees, while 40% are currently unsure of their plans.

Although holding a holiday party is intended to give employees the opportunity to celebrate, having one isn't without risks. The top five ways organizations take steps to limit the liability is:

- Make attendance voluntary (63%)
- Utilize a ticket system to limit drinks (35%)
- No alcohol is served (24%)
- Designated drivers encouraged/required (18%)
- Cash bar (17%)

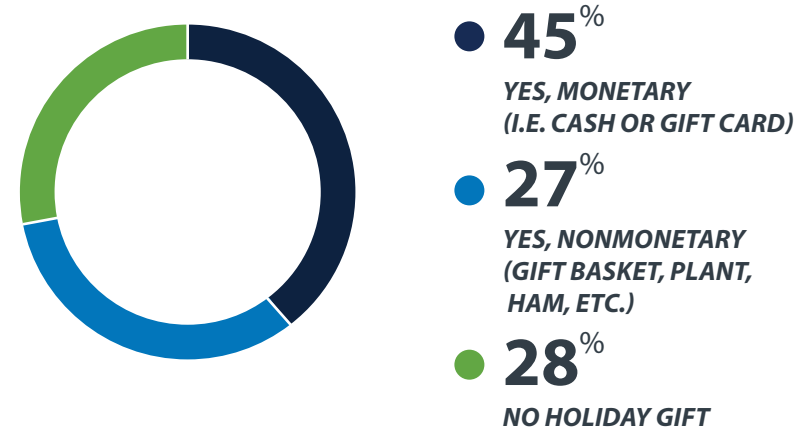
HOLIDAY GIFTS

With COVID-19, many organizations have halted end of the year or holiday parties. To keep employees feeling appreciated, organizations have shifted their attention to holiday gifts. These gifts can come in many forms such as:

- Cash
- Gift cards
- Gift basket/Wellness kit
- Gifts from local shops

Organizations That Plan to Give Holiday Gifts in 2021

Fig. 8



A well-thought-out gift can help with an employee's satisfaction and appreciation, giving them something to remember for years to come.

HOLIDAY PRACTICES **CONCLUSION**

RECOGNIZE EMPLOYEES **OFTEN**

Employers are not required to give employees time off during the holidays, nor are they required to give holiday pay. Despite that, it is highly encouraged to do so to help attract and retain top talent.

When considering holiday pay or updating holiday policies for employees, it is important to consider an organization's goals, culture, and philosophy. It is also important to be specific about what is involved in the policy, what is allowed, and what isn't to help curb additional questions and/or legal action that may arise. If a policy is different for full-time and part-time employees, detail how the policies are different.

Remaining competitive comes with the responsibility of ensuring top talent is engaged with the organization. Giving employees recognition for their work is one of many ways to help them remain engaged. An easy way to do this is to take advantage of the holiday season. Giving holiday pay for those who do have to work, or providing paid time off to employees are great ways. Another, is to offer a gift to employees. This can be a monetary or nonmonetary gift depending upon organizational culture.



RELY ON **US**

Have questions on the data? Contact the Survey Department at 800.488.4845 ext. 3508 or email us at Surveys@mrnet.org.

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