



Holiday Pay Guidelines

- ◆ The amount of Holiday credit an employee receives is determined by:
 - ◆ The FTE of the employee
 - ◆ The hours the employee is scheduled to work on the Holiday
- NOTE:** There are certain actions that affect the amount of holiday credit an employee will receive (i.e., Workers Compensation, LWOP, etc.)
- ◆ Full Time Employees (1.00 FTE) will receive a *minimum* of 8 hours for the Holiday. **Even if they are scheduled to work LESS than 8 hours.** If they are scheduled for more than 8 hours on the holiday, they will receive the number of hours scheduled for that day.
 - ◆ Part Time Employees (any FTE less than 1.00) will receive a *prorated amount* based on actual FTE, **NOT** on the number of scheduled hours showing for the Holiday. Use the formula below to determine the amount of Holiday credit a part time employee will receive.
 $8 \text{ hours} \times \text{Number of Hours Worked Per Workweek} / 40 \text{ hours} = \text{Number of Hours of Credit For A Holiday}$
- Examples:**
- ◆ Employee works 20 hours a week (.50 FTE) would receive 4 hours of Holiday credit. ($8 \times 20 = 160, 160/40 = 4$).
 - ◆ Employee works 25 hours a week (.63 FTE) would receive 5 hours of Holiday credit ($8 \times 25 = 200, 200/40 = 5$).

Did You Know?

- ① The basic steps for entering time for a Holiday week are the same as entering time for non-holiday weeks.
- ① Holiday credit is calculated on a standard 8 hour work day.

Reasons To Change Flex Schedules For The Holiday

In the following instances an employee's flexible work schedule might need to be adjusted for the week of a Holiday.

- ◆ When using leave during a Holiday week where a Full Time Employee is scheduled to work less than 8 hours on the Holiday, the employee will reflect as being over his/her contracted hours because of the 8 hours of Holiday credit.
Example: Employee's schedule is 9 hours on Friday, Tuesday, Wednesday and Thursday and 4 hours on Monday. Monday is a Holiday and the employee takes leave on Tuesday. The system will show the employee's total hours for the week as **44 hours** (9 hours of leave, 8 hours of Holiday and 27 hours of regular time). The employee would need to adjust the leave hours to 5 to offset the 4 additional hours received as Holiday credit.
- ◆ Part Time Employees scheduled to work more hours on the Holiday than the prorated amount of Holiday credit they would receive based on their FTE. The employee will reflect as under his/her contracted hours since the additional hours scheduled are not accounted for in the Holiday credit.
 - ◆ The employee's schedule can be adjusted for that week (with manager's permission) to show the employee working the prorated amount of Holiday credit for the Holiday and the additional hours not accounted for in the Holiday credit on another scheduled work day.
 - ◆ The other alternative is for the employee to record either hours worked or leave to make up those hours.

Example: Employee's schedule is 8 hours on Monday and 4 hours on Tuesday, Wednesday and Thursday. Monday is the Holiday. The employee's flex schedule could be adjusted to show the employee working 4 hours on Monday and 8 hours another day or the employee can record hours worked or hours of leave on the holiday to meet scheduled hours.



Full-Time Work Schedule Scenarios

- ★ **Scenario 1:** Employee works 8 hours a day, Monday - Friday. Holiday falls on Monday. Employee will receive 8 hours of Holiday credit.
- ★ **Scenario 2:** Employee works 8 hours a day, Wednesday - Sunday. Holiday falls on Monday. Employee will receive 8 hours of Holiday credit.
- ★ **Scenario 3:** Employee works four 10-hour days, Monday - Thursday. Holiday falls on Monday. Employee will receive 10 hours of Holiday credit.
- ★ **Scenario 4:** Employee works four 10-hour days, Wednesday - Saturday. Holiday falls on Monday. Employee will receive 8 hours of Holiday credit.
NOTE: The employee, if eligible, will receive 8 hours of comp time since he/she will exceed the contracted hours for that week unless the hours are offset during the period.
- ★ **Scenario 5:** Employee works 9 hours on Monday - Thursday and 4 hours on Friday. Holiday falls on Monday. Employee will receive 9 hours of Holiday credit.

Leave Without Pay (LWOP) Scenarios

- ★ **Scenario 1:** Employee records full LWOP on the day prior to a Holiday. Employee receives 0 hours of Holiday credit.
NOTE: Employee will need to enter LWOP or hours worked on the Holiday.
- ★ **Scenario 2:** Employee records 2 hours worked and 6 hours LWOP on the day prior to a Holiday. Employee will receive his/her predetermined Holiday credit based on FTE and schedule.
- ★ **Scenario 3:** There is a PAR action to place the employee on LWOP status. Employee records 2 hours worked on the day prior to a Holiday. Employee will receive his/her predetermined Holiday credit.

Part Time Work Schedule Scenarios (0.50 FTE)

- ★ **Scenario 1:** Employee works 4 hours a day, Monday-Friday. Holiday falls on Monday. Employee will receive 4 hours of Holiday credit.
- ★ **Scenario 2:** Employee works four 5-hour days, Tuesday - Friday. Holiday falls on Monday. Employee will receive 4 hours of Holiday credit.
- ★ **Scenario 3:** Employee works four 5-hour days, Monday - Thursday. Holiday falls on Monday. Employee will receive 4 hours of Holiday credit.
The employee has the following options:
 - Work 1 additional hour on the holiday.
 - Work 1 additional hour another day.
 - Change Flex Schedule (in advance) to work 4 hours a day for that week.
- ★ **Scenario 4:** Employee works 8 hours on Monday, 4 hours on Tuesday and 8 hours on Wednesday. Holiday falls on Monday. Employee will receive 4 hours of Holiday credit.
The employee has the following options:
 - Work 4 additional hours on the holiday.
 - Work 4 additional hours another day.
 - Change Flex Schedule (in advance) to work 4 additional hours on Tuesday (or another day of the week).