

This document addresses the most frequently asked questions about the Human Resources Policy 6.20--Holidays, broken out by employee type.

### **Full Time Non-Exempt Employees**

- 1. I work a full-time, (five eight-hour days per week) and a holiday falls on a day that I am normally scheduled to work but our office is closed for the holiday. How am I paid for the holiday?**

You will receive eight hours of **holiday benefit pay** for the holiday.

- 2. I work a full-time flexible schedule of four ten-hour days from Tuesday through Friday. What happens if the holiday falls on a Monday?**

The department has discretion to choose from several options based upon operational needs and budgetary considerations.

- a. You receive 8 hours of **holiday benefit pay** for Monday and work four 8-hour days (Tuesday through Friday).
  - b. You arrange with your supervisor/manager to take 8 hours off later during the week. (Example: You work 10 hours Tuesday, Wednesday and Thursday and 2 hours on Friday).
  - c. You work your normal schedule of 40 hours Tuesday through Friday and you receive 8 hours of **holiday benefit pay** for Monday.
- 3. I work in a department that is open 24 hours a day, seven days week. I work four ten-hour days a week and one of them was a holiday. How is my holiday time paid?**

**Per policy 6.20, holiday benefit pay** is equivalent to 8 hours of pay. You will be compensated for 8 hours of holiday benefit pay and you will be paid at one and one-half times your base rate of pay (**holiday premium pay**) for the 10 hours you worked on the holiday.

- 4. I work a full-time rotating schedule and my days off change weekly. What happens if the holiday falls on a day that I am not scheduled to work?**

The department has discretion to chose from several options based upon operational needs and budgetary considerations.

- a. You receive 8 hours of **holiday benefit pay** for the holiday and arrange with your supervisor/manager to change your schedule to work the remaining 32 hours for the week.

- b. You work as you have been scheduled but arrange with your supervisor/manager to take 8 hours off at some point during the week.
- c. You work your regular 40-hour schedule and you receive 8 hours of **holiday benefit pay** for the holiday.

**5. I work in a department that is open 24 hours a day, seven days week. I work four ten-hour days a week and a holiday falls on a day I am scheduled to work but I have been approved to have the day off rather than work it. Am I charged vacation/comp time and/or do I receive holiday pay?**

You would receive 8 hours of **holiday benefit pay**. You would also have the option of taking two hours of vacation time or readjusting your schedule, with your supervisor's approval, to make up the two hours at another time during the week.

**6. I work in a department that is open 24 hours a day, seven days week. I work four ten-hour days a week and a holiday falls on a day I am scheduled to work but I am too ill to work that day and request sick leave. Am I charged sick time and/or do I receive holiday pay?**

You would receive 8 hours of holiday benefit pay. You would also have the option of taking two hours of sick time or readjusting your schedule, with your supervisor's approval, to make up for the other two hours. Please note if an employee develops a pattern of calling off sick on holidays, that could be cause for corrective action.

**7. I work in a department that is open 24 hours a day, seven days week. I work full-time, (five eight-hour days per week) and a holiday falls on a day that I am scheduled to work. How am I paid if I work the holiday?**

You will receive eight hours **holiday benefit pay** for the holiday plus time and one half of your base rate of pay (**holiday premium pay**). You could also arrange with your supervisor/manager to take the time and one half as compensatory time.

### **Part Time Non-Exempt Employees**

**1. I work part-time and a holiday falls on a day that I am normally scheduled to work but our office is closed. How am I paid for the holiday?**

Part-time employees would either be paid for the hours they were scheduled to work or for their appointment percentage multiplied by 8, whichever is greater. For example, if you are a 50 % employee who normally works 2 hours on Mondays and the holiday falls on a Monday, you will get 4 hours of **holiday benefit pay** (50% x 8) because it is greater than the two hours you would have normally worked. If you are a 50% employee who normally works 5

hours on Mondays, you will get 5 hours of **holiday benefit pay**. If you are required to work on the holiday, you will receive **holiday premium pay** for the hours you actually work on the holiday in addition to **holiday benefit pay**.

**2. I work a set part-time schedule and the holiday falls on a day that I am not scheduled to work. Do I still receive pay for the holiday?**

The purpose of **holiday benefit pay** is to provide employees with the opportunity to be paid for the number of hours they are normally scheduled to work in a week. If you are a part-time employee and you are not normally scheduled to work on a day in which the holiday falls, you will not receive **holiday benefit pay** because you will still be paid for the number of hours you normally work in a week.

**3. I am a part-time employee who works 30 hours a week. My schedule varies such that I work different days each week. If a holiday falls on a Monday and I am not scheduled to work that day, will I receive holiday benefit pay?**

You will receive holiday pay equal to the percentage of your appointment. In this case, you have a .75 FTE so you would receive 6 hours of holiday benefit pay (.75 x 8). In addition, with your supervisor's approval, you should be allowed to adjust your schedule so that you only have to work 24 hours the rest of the week.

**4. I am a part-time employee who works 30 hours a week. My normally scheduled days are Tuesday, Wednesday and Thursday. If a holiday falls on a Tuesday, how will I be paid?**

Part-time employees are paid for the hours they are normally scheduled to work (not to exceed 8 hours) or by multiplying their appointment percentage by 8, whichever is greater. In this case, you will receive 8 hours of **holiday benefit pay**, which is the greater of the two options. In addition, at your supervisor's discretion, you could be asked to make up two hours at another time during the week or you may request to take 2 hours of vacation/comp time.

### **Temporary/Intermittent Non-Exempt Employees**

**1. I am a temporary employee. Will I receive holiday benefit pay?**

Yes, as a temporary employee you will receive the same **holiday benefit pay** as any other full-time or part-time employee based on your percentage of appointment.

**2. I am an intermittent employee. Will I receive holiday benefit pay?**

As an intermittent employee, you are not eligible for **holiday benefit pay**.

### **Bargaining Unit Non-Exempt Employees**

- 1. I am a member of a bargaining unit. If a holiday falls on a day that I am not scheduled to work, do I still receive holiday benefit pay?**

Yes, you will receive the same **holiday benefit pay** as any other full-time or part-time employee based on your percentage of appointment.

### **Full Time Exempt Employees**

- 1. I work a full-time schedule of four ten-hour days from Tuesday through Friday. What happens if the holiday falls on a Monday?**

Exempt employees are not paid for more than 40 hours a week. However, the employing unit and the employee have a number of options available to provide flexibility in scheduling for a holiday. The department has discretion to choose from these options based upon operational needs:

- a. You revert back to a normal 8 to 5 schedule. You receive 8 hours of **holiday benefit pay** for Monday and work four 8-hour days (Tuesday through Friday).
- b. You arrange with your supervisor/manager to take 8 hours off later during the week. (Example: You work 10 hours Tuesday, Wednesday and Thursday and 2 hours on Friday).
- c. You arrange with your supervisor to take eight hours off at a later date, within a reasonable amount of time following the holiday.

- 2. I worked four ten-hour days and one of them was a holiday. How is my holiday time paid?**

As an exempt employee, you are not entitled to **holiday premium pay**. You should arrange with your supervisor to take your holiday benefit (*8 hours*) within a reasonable amount of time following the holiday.

**Sample Non-Exempt Timecards**

- Monday is a holiday. Employee works 10 hours on Monday and 8 hours a day Tuesday through Friday. The employee would be paid a total of 55 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		8	8	8	8	
Holiday benefit pay (coded as HPB in HRIS)	8					
Holiday premium pay (coded as HDP in HRIS) x 1.5	10					
OT x 1.5						

- Monday is a holiday. Employee works 10 hours on Monday and 8 hours a day Tuesday through Saturday. The employee would be paid a total of 67 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		8	8	8	8	
Holiday benefit pay (coded as HPB in HRIS)	8					
Holiday premium pay (coded as HDP in HRIS) x 1.5	10					
OT x 1.5						8

- Monday is a holiday, which is a regularly scheduled workday for the employee. The employee works 8 hours a day Tuesday through Saturday. The employee would be paid a total of 52 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		8	8	8	8	
Holiday benefit pay (coded as HPB in HRIS)	8					
Holiday premium pay (coded as HDP in HRIS) x 1.5						
OT x 1.5						8

4. Monday is a holiday. Employee is 75% part-time who normally works 10 hours a day on Monday, Wednesday and Friday. In this case, the employee’s holiday benefit pay is equal to his/her percentage of appointment (.75) multiplied by 8 for a total of six hours (.75 x 8 = 6). Because this would only give the employee 26 hours for the week, the employee makes arrangements to work four hours on Tuesday. Thus the employee is paid a total of 30 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		4	10		10	
Holiday benefit pay (coded as HPB in HRIS)	6					
Holiday premium pay (coded as HDP in HRIS) x 1.5						
OT x 1.5						

5. Monday is a holiday. Employee is 50% part-time who normally works 2 hours a day on Monday and Friday and 8 hours a day on Tuesday and Thursday. In this case, the employee’s holiday benefit pay is equal to his percentage of appointment (.50) multiplied by 8 for a total of 4 hours since that is greater than the number of hours he is normally scheduled to work on the holiday. Thus, the employee is paid a total of 22 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		8		8	2	
Holiday benefit pay (coded as HPB in HRIS)	4					
Holiday premium pay (coded as HDP in HRIS) x 1.5						
OT x 1.5						

6. Monday is a holiday. Employee is 50% part-time who normally works 5 hours a day Monday through Thursday. In this case, the employee’s holiday benefit pay is 5 hours since that is the number of hours that he/she is normally scheduled to work on the holiday and that is greater than multiplying his percentage of appointment (.50) by 8 for a total of 4 hours. Thus, the employee is paid a total of 20 hours in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		5	5	5		
Holiday benefit pay (coded as HPB in HRIS)	5					
Holiday premium pay (coded as HDP in HRIS) x 1.5						
OT x 1.5						

7. Monday is a holiday. Employee works 10 hours on Monday and 8 hours a day Tuesday through Friday. The employee elects to take compensatory time for the 10 hours worked on Monday. The employee would be paid a total of 40 hours and receive a total of 15 hours of compensatory time in the following manner:

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
Regular pay		8	8	8	8	
Holiday benefit pay (coded as HPB in HRIS)	8					
Holiday premium pay						
OT x 1.5						
Comp Time (coded as CTE in HR System)	10					