

1. What is the difference between **holiday benefit pay** and **holiday premium pay**?

Holiday benefit pay is pay which is received for holidays observed by the university, whether or not the holiday is worked and is calculated at the base rate of pay.

Holiday premium pay which is received for hours worked on a **holiday premium pay** date. It is available for non-exempt staff only and is calculated at one and one-half times the base rate of pay.

Holiday benefit pay dates and **holiday premium pay** dates are listed in the policy.

2. As a supervisor, I am concerned about my department accruing too much overtime during a holiday week. What options can I consider to address this concern?

One way to address an overtime accrual concern is to schedule staff to work fewer hours during the holiday week and use **holiday benefit pay** to offset any loss of pay to the employees. For example, a full-time employee would normally be scheduled to work 40 hours a week. However, in a holiday week, you could schedule the employee to work 32 hours and with the eight hours of **holiday benefit pay**, the employee will still receive 40 hours of pay that week.

Full Time Non-Exempt Regular, Temporary, and Term Appointments

3. I work full-time 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 would receive eight hours of **holiday benefit pay** for the holiday.

4. I work five eight-hour days per week and a holiday falls on a day that I am not normally scheduled to work. How am I paid for the holiday?

You would receive eight hours of **holiday benefit pay** for the holiday. The department has discretion to adjust your schedule based upon operational needs and budgetary considerations. This could include scheduling you to work four eight-hour days that week.

5. I work a full-time flexible schedule of four 10-hour days from Tuesday through Friday. What happens if the holiday falls on a Monday?

You would receive eight hours of **holiday benefit pay** for Monday. The department has discretion to choose from several scheduling options based upon operational needs and budgetary considerations.

- You work four eight-hour days (Tuesday through Friday).
- You arrange with your supervisor/manager to take eight hours off later during the week. For example, you work 10 hours Tuesday, Wednesday and Thursday and two hours on Friday.
- You work your normal schedule of 40 hours Tuesday through Friday.

6. 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 premium pay** date falls on a day that I am scheduled to work. How am I paid if I work the holiday?

You would be compensated for eight hours **holiday benefit pay** for that week. You would also be paid **holiday premium pay** at time and one-half of your base rate of pay for the hours you work on the **holiday premium pay** date. You could also arrange with your supervisor/manager to take the time and one-half as compensatory time.

7. I work in a department that is open 24 hours a day, seven days week. I work four 10-hour days a week and one of them is a **holiday premium pay** date. How is my time paid?

You would be compensated for eight hours of **holiday benefit pay** that week. You would also be paid **holiday premium pay** at one and one-half times your base rate of pay for the 10 hours you worked on the holiday.

8. 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?

You would receive eight hours of **holiday benefit pay**. The department has discretion to choose from several scheduling options based upon operational needs and budgetary considerations.

- You arrange with your supervisor/manager to change your schedule to work the remaining 32 hours for the week.
- You work as you have been scheduled but arrange with your supervisor/manager to take eight hours off at some point during the week.
- You work your regular 40 hour schedule.

9. 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/compensatory time and/or do I receive holiday pay?

You would receive eight hours of **holiday benefit pay**. You would also have the option of using 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.

10. I work in a department that is open 24 hours a day, seven days week. I work four 10- 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?

Provided you were in an active pay status on the regularly scheduled workday immediately preceding the holiday, you would receive eight hours of **holiday benefit pay**. You would also have to request sick time from your supervisor to cover your scheduled hours.

Part Time Non-Exempt Regular, Temporary, and Term Appointments

11. 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?

As a part-time employee, you would receive **holiday benefit pay** for either the hours you would normally be scheduled to work or your FTE appointment percentage multiplied by eight, whichever is greater. For example, if you are a .5 FTE employee who normally works two hours on Mondays and the holiday falls on a Monday you would receive four 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 .5 FTE employee who normally works five hours on Mondays, you would get five hours of **holiday benefit pay**.
- If you are required to work on the **holiday premium pay** date, you would receive **holiday premium pay** for the hours you actually work at a rate of time and one-half on the holiday in addition to **holiday benefit pay**.

12. 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 holiday benefit pay for the holiday?

Yes. You would receive **holiday benefit pay** at a rate of your FTE appointment percentage multiplied by eight.

13. 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?

Yes. You would receive **holiday benefit pay** at a rate of your FTE appointment percentage multiplied by eight.

14. 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?

You would receive **holiday benefit pay** for either the hours you would normally be scheduled to work or your FTE appointment percentage multiplied by eight, whichever is greater. If you are required to work on the holiday, you would receive **holiday premium pay** for the hours you actually work at a rate of time and one-half on the holiday in addition to **holiday benefit pay**.

Temporary/Intermittent Non-Exempt Appointments

15. I hold a temporary appointment. Will I receive holiday benefit pay?

Yes. As a temporary employee you would receive the same **holiday benefit pay** as any other nonexempt employee based on your percentage of appointment. If you are required to work on the holiday, you would receive **holiday premium pay** for the hours you actually work at a rate of time and one-half on the holiday in addition to **holiday benefit pay**.

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

No. As an intermittent employee, you are not eligible for **holiday benefit pay**.

Bargaining Unit Non-Exempt Employees

17. I am a member of a bargaining unit. How am I compensated for holidays?

Please refer to your collective bargaining agreement.

Full Time Exempt Employees

18. 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. The employing unit and the employee have a number of options available to provide flexibility when scheduling for a holiday. The department has discretion to choose from these scheduling options based upon operational needs:

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

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

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

Where Can I Obtain Additional Information?

- Visit: hr.osu.edu/policy Policy 6.20
- Contact: [Employee and Labor Relations](mailto:ohrc@hr.osu.edu), ohrc@hr.osu.edu, (614) 292-2800