HOLIDAY Pay Guidelines

Required to work on a Holiday

**YES**

Is the person taking Holiday pay plus a replacement day?

**YES**

- Time entry should include eight overtime hours (premium pay).
- Replacement day should be tracked by department.

**NO**

- Taking full Holiday pay

**NO - Taking full Holiday pay**

- Time entry should include eight overtime hours AND eight hours (prorated for part-time status) under the HOLIDAY pay code.

**YES**

Enter your regularly scheduled hours under the HOLIDAY pay code.

**NO**

Enter eight hours (prorated for part-time status) under the Holiday pay code on the College’s designated holiday.

**Does the Holiday fall on a regularly scheduled work day?**

**YES**

- Time entry should include eight overtime hours (premium pay).

**NO**

- Taking full Holiday pay

- Vice Presidents and Deans, in conjunction with directors will determine essential employee status to work on holidays.
- It is important for departments to track all time off.
- Replacement holidays need to be taken during the same fiscal year.
- When Holiday replacement days are taken, they should be coded as REPHOL.
- Please consult with HR and/or Payroll about unusual circumstances.

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