HOLIDAY Pay Guidelines

Required to work on a Holiday

YES

Is the person taking Holiday pay plus a replacement day?

YES

NO - Taking full Holiday pay

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

NO

Does the Holiday fall on a regularly scheduled work day?

YES

Enter eight hours (prorated for part-time status) 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.

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

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.

Revised 12/09/17
HOLIDAY Pay Guidelines

Required to work on a Holiday

• 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.

YES

Is the person taking Holiday pay plus a replacement day?

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

NO

Does the Holiday fall on a regularly scheduled work day?

YES

Enter your regularly scheduled hours under the HOLIDAY pay code.

NO

NO - Taking full Holiday pay

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