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.

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.

Does the Holiday fall on a regularly scheduled work day?

- Time entry should include eight overtime hours AND eight hours (prorated for part-time status) under the HOLIDAY pay code.
- Enter eight hours (prorated for part-time status) hours under the HOLIDAY pay code on the College’s designated holiday.

- NO - Taking full Holiday pay

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