**HOLIDAY Pay Guidelines**

**Required to work on a holiday?**

- **YES**
  - Is the person taking a replacement holiday at a later date?
    - **YES**
      - Time entry should include eight overtime hours (premium pay).
      - Replacement day should be tracked by department.
    - **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.

- **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.

---

- 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 12/12/2019