

# SERVICE/MAINTENANCE HOLIDAY TIME REPORTING

The following holidays will be observed on the calendar day on which each falls, except that a holiday falling on Sunday will be observed on the following Monday and a holiday falling on Saturday will be observed on the preceding Friday:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving Day
7. Christmas Day

The holiday shall be the consecutive twenty-four (24) hour period starting with the employee's starting time on the calendar day on which the holiday is observed.

Employees who normally work a shift will be paid the shift premium in addition to HOL and HOM.

## Holidays that fall on normal workday and the employee is not working:

Must pro-rate Holiday pay (HOL) by the appointment fraction.

100% (40/wk) 8 HOL

90% (36/wk) 7.2 HOL

80% (32/wk) 6.4 HOL

60% (24/wk) 4.8 HOL

etc.

To figure out the appointment fraction (fte), take 40 and divide by standard hours

To figure pro-rated holiday hours take fte times 8.

If the employee normally works more then the pro-rated amount you must supplement the HOL with PTS or ETW to bring the hours up to what they normally work on that day.

Examples using ETW as the substitution code:

32 hr emp (Mon-Th 8 hrs/day), holiday falls on normal day to work, employee does not work:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	6.4HOL 1.6ETW	8REG	8REG	8REG		

40 hr emp (Mon-Th 10 hrs/day), holiday falls on normal day to work, employee does not work

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8HOL 2ETW	10REG	10REG	10REG		

40 hr emp (Mon-Fri 8 hrs/day), holiday falls on normal day to work, employee does not work

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8HOL	8REG	8REG	8REG	8REG	

# SERVICE/MAINTENANCE HOLIDAY TIME REPORTING cont...

## Holidays that fall on normal days off and the employee is not working:

Must pro-rate Holiday pay (HOM) by the appointment fraction.

100% (40/wk) 8 HOM  
 90% (36/wk) 7.2 HOM  
 80% (32/wk) 6.4 HOM  
 60% (24/wk) 4.8 HOM  
 etc.

To figure out the appointment fraction (fte), take 40 and divide by standard hours

To figure pro-rated holiday hours take fte times 8

Must report HOM for holiday on a day off in order for the employee to get paid above their standard hours

32 hr emp (Mon-Th 8 hrs/day), holiday falls on normal day off, employee does not work:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8REG	8REG	8REG	8REG	6.4HOM	

40 hr emp (Mon-Th 10 hrs/day), holiday falls on normal day off, employee does not work

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	10REG	10REG	10REG	10REG	8HOM	

24 hr emp (Mon-Wed 8 hrs/day), holiday falls on normal day off, employee does not work

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8REG	8REG	8REG		4.8HOM	

## Working on a Holiday:

All hours worked on a holiday will be paid at the employees hourly rate times 1.5 (OTP), plus shift premium if they normally work a shift (ESB or NSB). This is regardless of whatever is going on with the Holiday pay.

Example: 40 hr emp, 4 10's (Mon-Thurs) Evening shift, works on the holiday

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8HOL	10REG	10REG	10REG		
	8ESA	10ESA	10ESA	10ESA		
	2ETW					
	10OTP					
	10ESB					