

Please find below guidance on how **non-exempt** (i.e. overtime eligible) full-time and part-time classified employees should account for their time during the winter holidays. You will note that we use the words "account for" instead of "work." This is because many folks will be using some form of leave during the holiday week in addition to their holiday pay. All non-exempt employees need to record all of their hours, including holiday hours, in order to be paid.

If you are **exempt** (i.e. not eligible for overtime), you only have to enter any leave hours you will be taking. Your holiday pay will be calculated in payroll processing.

If you have any questions, please call our Leave Coordinator, Boo Dutta at 3-2628.

### Full Time Classified Employee

#### **Total Working and Holiday hours for the week 12/18/05-12/24/05(Sunday-Saturday)**

- If you are 1.0 FTE (40 hours/week) employee, you need to account for 32 hours, and you will receive 8 hours of holiday pay( **8 hrs on 12/23/05**)

#### **Total Working and Holiday hours for the week 12/25/05-12/31/05(Sunday-Saturday)**

- If you are 1.0 FTE (40 hours/week) employee, you will receive 40 hours of holiday pay (**8 hrs each day as holiday from 12/26/05 to 12/30/05, Monday-Friday**)

#### **Total Working and Holiday hours for the week 01/01/06-01/07/06(Sunday-Saturday)**

- If you are 1.0 FTE (40 hours/week) employee, you will receive 8 hours of holiday pay (**8 hrs for Monday, 01/02/06**), and you need to account for 32 hours for rest of the days in this week.

### Part Time Classified Employee

#### ❖ **.80 FTE (32 hours/week) Employees**

#### **Total Working and Holiday hours for the week 12/18/05-12/24/05(Sunday-Saturday)**

- If you are .80 FTE (32 hours/week) employee, you need to account for 25.6 hours(6.4 hrs/day basis) for the whole week, and you will receive 6.4 hours of holiday pay ( **6.4 hrs 12/23/05**)

#### **Total Working and Holiday hours for the week 12/25/05-12/31/05(Sunday-Saturday)**

- If you are .80 FTE (32 hours/week) employee, you will receive 32 hours of holiday pay (**6.4 hrs each day as holiday from 12/26/05 to 12/30/05, Monday-Friday**)

- If you are .80 FTE (32 hours/week) employee, you will receive 6.4 hours of holiday pay (**6.4 hrs for Monday, 01/02/06**), and you need to account for 25.6 hrs for rest of the days in this week.

### **❖ .75 FTE (30 hours/week) Employees**

#### **Total Working and Holiday hours for the week 12/18/05-12/24/05(Sunday-Saturday)**

- If you are .75 FTE (30 hours/week) employee, you need to account for 24 hours for the whole week(Sunday-Saturday), and you will receive 6 hours of holiday pay (**6 hrs on 12/23/05**)

#### **Total Working and Holiday hours for the week 12/25/05-12/31/05(Sunday-Saturday)**

- If you are .75 FTE (30 hours/week) employee, you will receive 30 hours of holiday pay (**6 hrs each day as holiday from 12/26/05 to 12/30/05**)

#### **Total Working and Holiday hours for the week 01/01/06-01/07/06(Sunday-Saturday)**

- If you are .75 FTE (30 hours/week) employee, you will receive 6 hours of holiday pay (**6 hrs for Monday, 01/02/06**), and you need to account for 24 hours for rest of the days in this week.

### **❖ .625 FTE (25 hours/week) Employees**

#### **Total Working and Holiday hours for the week 12/18/05-12/24/05(Sunday-Saturday)**

- If you are .625 FTE (25 hours/week) employee, you need to account for 20 hours for the whole week (Sunday-Saturday), and you will receive 5 hours of holiday pay (**5 hrs on 12/23/05**)

#### **Total Working and Holiday hours for the week 12/25/05-12/31/05(Sunday-Saturday)**

- If you are .625 FTE (25 hours/week) employee, you will receive 25 hours of holiday pay (**5 hrs each day as holiday from 12/26/05 to 12/30/05**)

#### **Total Working and Holiday hours for the week 01/01/06-01/07/06(Sunday-Saturday)**

- If you are .625 FTE (25 hours/week) employee, you will receive 5 hours of holiday pay (**5 hrs for Monday, 01/02/06**), and you need to account for 20 hours for rest of the days in this week.

### **❖ .50 FTE (20 hours/week) Employees**

#### **Total Working and Holiday hours for the week 12/18/05-12/24/05(Sunday-Saturday)**

- If you are .50 FTE (20 hours/week) employee, you need to account for 16 hours, and you will receive 4 hours of holiday pay (**4 hrs on 12/23/05**)

**Total Working and Holiday hours for the week 12/25/05-12/31/05(Sunday-Saturday)**

- If you are .50 FTE (20 hours/week) employee, you will receive 20 hours of holiday pay **(4 hrs each day as holiday from 12/26/05 to 12/30/05)**

**Total Working and Holiday hours for the week 01/01/06-01/07/06(Sunday-Saturday)**

- If you are .50 FTE (20 hours/week) employee, you will receive 4 hours of holiday pay **(4 hrs for Monday, 01/02/06)**, and you need to account for 16 hours for rest of the days in this week.