

In response to many questions coming in to the HR/Payroll office, below please find guidance on how non-exempt (i.e. overtime eligible) full-time and part-time employees should account for their time during winter break. 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.

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 the Payroll Department at 3-2629 or 3-9687.

Full Time Classified Employee

Total Working and Holiday hours for the week 12/23/07-12/29/07(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 12/24/07 to 12/28/07, Monday-Friday)

Total Working and Holiday hours for the week 12/30/07-01/05/08(Sunday-Saturday)

- If you are 1.0 FTE (40 hours/week) employee, you will receive 16 hours of holiday pay (8 hrs each for 12/31/07 & 01/01/08) and you need to account for 24 hours for the balance of the week

Part Time Classified Employee

❖ .80 FTE (32 hours/week) Employees

Total Working and Holiday hours for the week 12/23/07-12/29/07(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 12/24/07 to 12/28/07, Monday-Friday)

Total Working and Holiday hours for the week 12/30/07-01/05/08(Sunday-Saturday)

- If you are .80 FTE (32 hours/week) employee, you will receive 12.8 hours of holiday pay (6.4 hrs for each for 12/31/07 & 01/01/08) and you need to account for 19.2 hrs for the balance of the week.

❖ .75 FTE (30 hours/week) Employees

Total Working and Holiday hours for the week 12/23/07-12/29/07(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 12/24/07 to 12/28/07, Monday-Friday)

Total Working and Holiday hours for the week 12/30/07-01/05/08(Sunday-Saturday)

- If you are .75 FTE (30 hours/week) employee, you will receive 12 hours of holiday pay (6 hrs for each day 12/31/07 & 01/1/08) and you need to account for 18 hours for the balance of the week.

❖ .625 FTE (25 hours/week) Employees

Total Working and Holiday hours for the week 12/23/07-12/29/07(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 12/24/07 to 12/28/07, Monday-Friday)

Total Working and Holiday hours for the week 12/30/07-01/05/08(Sunday-Saturday)

- If you are .625 FTE (25 hours/week) employee, you will receive 10 hours of holiday pay (5 hrs each for 12/31/07 & 01/01/08) and you need to account for 15 hours for the balance of the week.

❖ .50 FTE (20 hours/week) Employees

Total Working and Holiday hours for the week 12/23/07-12/29/07(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 12/24/07 to 12/28/07, Monday-Friday)

Total Working and Holiday hours for the week 12/30/07-01/05/08(Sunday-Saturday)

- If you are .50 FTE (20 hours/week) employee, you will receive 8 hours of holiday pay (4 hrs each for 12/31/07 & 01/01/08) and you need to account for 12 hours for the balance of the week.