

**Subject:** Instant HR & Payroll: Compressed Schedules and the Labor Day Holiday and College Colors Day Celebration  
**Date:** Thursday, August 16, 2018 at 9:33:28 AM Eastern Daylight Time  
**From:** HR/Payroll Department Contacts on behalf of Ashley M Hill  
**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu  
**Attachments:** image003.png, image004.png, image005.png, image001.png, image007.png, College Colors Day Celebration.ics

# Instant HR & Payroll

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Read below for information about compressed schedules for Labor Day and for details about the College Colors Day celebration at Mason.

## \$ Compressed Schedules and the Holiday

If you or your colleagues use the compressed schedule work option, please be aware of the upcoming Labor Day holiday on September 3, 2018. For the holiday, employees with compressed schedules receive 8 hours of holiday pay and/or comp time, depending on the situation, regardless of their compressed schedule hours.

There are three scenarios:

- 1. With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week:**
  - The employee would work 8 hours each day of the week then receive 8 hours of holiday pay on the holiday
- 2. If the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee *would* normally work:**
  - The employee needs to account for their full compressed schedule work hours for the day that falls on the holiday
    - The employee receives 8 hours of holiday pay

- For the remaining hours, the employee can either make up the hours during the week or take additional leave on the holiday
- *For example:* If the employee normally works 9 hours on the day of the holiday, they will receive 8 hours of holiday pay and either work an additional hour during the week or take one hour of leave on the day of the holiday

**3. If the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee would not normally work:**

- The employee will enter 8 hours under comp time earned when they complete their timesheet
- The employee will then have 8 hours of comp time they can use with supervisor approval during the 12 months after the holiday

*Please note: These examples are based upon a full-time schedule; it is pro-rated for part-time. For non-exempt employees with a compressed schedule, they will record 8 hours of holiday leave on their timesheet on the day of the holiday.*

If you or your faculty and staff have any questions, please contact HR & Payroll at 3-2600 or [hr@gmu.edu](mailto:hr@gmu.edu).



**Details:** Friday, August 31, 11 a.m. – 2 p.m. on Wilkins Plaza

Show your Mason spirit on **College Colors Day, Friday, August 31, 2018**, by wearing green and gold and joining the fun on Wilkins Plaza.

Sport your green and gold **on Wilkins Plaza** (formerly North Plaza) between **11 a.m. and 2 p.m. on August 31, 2018**, and enjoy music, food, games, giveaways, prize drawings, vendors, photos, and fun with the Patriot mascot and cheerleaders.

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*For a legend of the header icons, [visit the Instant HR & Payroll legend page.](#)*

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