

HOLIDAY HOURS FOR WINTER BREAK 2016-2017

Non-Exempt Employees

(Those who report hours worked and leave used on their timesheets)

10 Business days off from Thursday 12/22/16 to Wednesday 01/04/2017

Week 1: Sunday 12/18/16 - Saturday 12/24/16 (2 days)

Week 2: Sunday 12/25/16 - Saturday 12/31/16 (5 days)

Week 3: Sunday 01/01/17 - Saturday 01/07/17 (3 days)

Full Time Non-Exempt Employee

- If you are 1.0 FTE (40 hours/week) employee, you will get 8 holiday hours each day:
Week 1: 16 hours of holiday (from 12/22/16 to 12/23/16)
Week 2: 40 hours of holiday (from 12/26/16 to 12/30/16)
Week 3: 24 hours of holiday (from 01/02/17 to 01/04/17)

Part Time Non-Exempt Employee

- If you are .80 FTE (32 hours/week) employee, you will get 6.4 holiday hours each day:
Week 1: 12.8 hours of holiday (from 12/22/16 to 12/23/16)
Week 2: 32 hours of holiday (from 12/26/16 to 12/30/16)
Week 3: 19.2 hours of holiday (from 01/02/17 to 01/04/17)
- If you are .75 FTE (30 hours/week) employee, you will get 6 holiday hours each day:
Week 1: 12 hours of holiday (from 12/22/16 to 12/23/16)
Week 2: 30 hours of holiday (from 12/26/16 to 12/30/16)
Week 3: 18 hours of holiday (from 01/02/17 to 01/04/17)
- If you are .625 FTE (25 hours/week) employee, you will get 5 holiday hours each day:
Week 1: 10 hours of holiday (from 12/22/16 to 12/23/16)
Week 2: 25 hours of holiday (from 12/26/16 to 12/30/16)
Week 3: 15 hours of holiday (from 01/02/17 to 01/04/17)
- If you are .50 FTE (20 hours/week) employee, you will get 4 holiday hours each day :
Week 1: 8 hours of holiday (from 12/22/16 to 12/23/16)
Week 2: 20 hours of holiday (from 12/26/16 to 12/30/16)
Week 3: 12 hours of holiday (from 01/02/17 to 01/04/17)

Requirements to receive holiday pay:

Employees must either work or use paid leave on the work day before and after the holiday to receive holiday pay.

**Holiday pay will not be given to employees using any number of hours of unpaid leave on Wednesday, December 21th and/or Thursday, January 5th

Rate of Holiday Pay:

- Full time employees (40 hours in a week) will receive 8 hours of pay for each day of the holiday.

- Part time employees (less than 40 hours, but at least 20 hours in a week) will receive holiday pay in proportion to their FTE.

Note: All Non-exempt overtime eligible employees (full-time or part-time) need to account for their working hours in every work week, with either work, paid leave or proportionate hours of holiday leave.

Alternate Work Schedules:

Full-time and Part-Time employees who work alternate schedules (4 or 3 days only) will receive holiday compensation based on their FTE (8 hours for full-time employees and proportionate hours for part-time employees). Employees must use accrued leave or change their schedule (with supervisor's approval) for the remainder of the workweek to cover their entire shift.

For those employees unable to change their alternate schedule, we have the following guidelines:

- **HOLIDAYS FALL ON DAYS OFF:** The employee will receive compensatory leave. In the time sheet, the employee should enter all the regular hours worked, 8 hours in each holiday (for full-time employees or proportionate hours for part-time employees) and also the compensatory leave earned. Please submit a comment on the time sheet to explain the Compensatory time entry.

Timesheet Example (Sun-Thu Full-Time employee using Holiday on Thu)

Week 1: Employee works 32 hours and gets 16 holiday hours (48 hours) so 8 hours are Comp Time

	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Total
Regular	8	8	8	8				32
CompTime					8			8
Holiday					8	8		16

Timesheet Example (Sun-Thu 0.8 FTE Part-Time employee)

Week 1: Employee works 32 hours and gets 12.8 holiday hours (44.8 hours) so 12.8 hours are Comp Time

	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Total
Regular	8	8	8	8				32
CompTime					6.4	6.4		12.8
Holiday					6.4	6.4		12.8

- **WORKING DURING HOLIDAYS:** Employee will receive compensatory leave for the holiday and also will be paid for the hours worked on that day. In such cases, the employee should enter 8 hours for Compensatory time earned (for full-time employees or proportionate hours for part-time employees) and in addition also add the number of hours physically worked on that day in the regular earnings column of their timesheet. Please submit a comment on the time sheet to explain the Compensatory time entry.

Timesheet Example (10 hours 4 days Tue-Fri Full-Time employee)

Week 1: Employee works 40 hours and gets 16 holiday hours (56 hours) so 16 hours are Comp Time

	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Total
Regular			10	10	10	10		40
CompTime					8	8		16
Holiday					0	0		0

Timesheet Example (Tue-Fri 0.8 FTE Part-Time employee)

- **Week 1: Employee works 32 hours and gets 12.8 holiday hours (44.8 hours), so 12.8 hours are Comp Time**

	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Total
Regular			8	8	8	8		32
CompTime					6.4	6.4		12.8
Holiday					0	0		0

Non-exempt employees under bi-weekly payroll who work alternate schedules or work on holidays, please contact their department coordinator or payroll department on clarifications to complete their timesheets.

The following is applicable to only those employees who are on the George Mason Payroll, but work in outside location offices of different agencies:

- If the agency is closed for a holiday during a regular working day for the University, the employee has to cover that day with personal leave or go to work at the parent department at the University.

If you have any questions, please contact us:

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