

HOLIDAY HOURS FOR WINTER BREAK 2017-2018

Classified Non-Exempt Employees

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

9 Business days off from Friday 12/22/17 to Wednesday 01/03/2018

Week 1: Sunday 12/17/17 - Saturday 12/23/17 (1 day)

Week 2: Sunday 12/24/17 - Saturday 12/30/17 (5 days)

Week 3: Sunday 12/31/17 - Saturday 01/06/18 (3 days)

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you will get 8 holiday hours each day:
Week 1: 8 hours of holiday (12/22/17)
Week 2: 40 hours of holiday (from 12/25/17 to 12/29/17)
Week 3: 24 hours of holiday (from 01/01/18 to 01/03/18)

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you will get 6.4 holiday hours each day:
Week 1: 6.4 hours of holiday (12/22/17)
Week 2: 32 hours of holiday (from 12/25/17 to 12/29/17)
Week 3: 19.2 hours of holiday (from 01/01/18 to 01/03/18)
- If you are .75 FTE (30 hours/week) employee, you will get 6 holiday hours each day:
Week 1: 6 hours of holiday (12/22/17)
Week 2: 30 hours of holiday (from 12/25/17 to 12/29/17)
Week 3: 18 hours of holiday (from 01/01/18 to 01/03/18)
- If you are .625 FTE (25 hours/week) employee, you will get 5 holiday hours each day:
Week 1: 5 hours of holiday (12/22/17)
Week 2: 25 hours of holiday (from 12/25/17 to 12/29/17)
Week 3: 15 hours of holiday (from 01/01/18 to 01/03/18)
- If you are .50 FTE (20 hours/week) employee, you will get 4 holiday hours each day :
Week 1: 4 hours of holiday (12/22/17)
Week 2: 20 hours of holiday (from 12/25/17 to 12/29/17)
Week 3: 12 hours of holiday (from 01/01/18 to 01/03/18)

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 with any number of hours of unpaid leave on Thursday, December 21th and/or Thursday, January 4th**

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.

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

➤ **Week 1: Employee works 24 hours and gets 6.4 holiday hours**

➤

	Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23	Total
Regular			8	8	8			24
CompTime						6.4		6.4
Holiday								0

Classified 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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