

HOLIDAY HOURS FOR WINTER BREAK 2015-2016

Classified Non-Exempt Employees

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

Total Holiday hours for the week of 12/20/15-12/26/15 (Sunday-Saturday) and 12/27/15-1/2/16(Sunday-Saturday)

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you will get 40 hours of holiday (8 hrs each day from 12/21 to 12/25) and 40 hours of holiday (8 hrs each day from 12/28 to 1/1/16).

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you will get 32 hours of holiday (6.4 hrs each day from 12/21 to 12/25) and 32 hours of holiday (6.4 hrs each day from 12/28 to 1/1/16)
- If you are .75 FTE (30 hours/week) employee, you will get 30 hours of holiday (6 hrs each day from 12/21 to 12/25) and 30 hours of holiday (6 hrs each day from 12/28 to 1/1/16)
- If you are .625 FTE (25 hours/week) employee, you will get 25 hours of holiday (5 hrs each day from 12/21 to 12/25) and 30 hours of holiday (5 hrs each day from 12/28 to 1/1/16)
- If you are .50 FTE (20 hours/week) employee, you will get 20 hours of holiday pay (4 hrs each day from 12/21 to 12/25) and 20 hours of holiday (4 hrs each day from 12/28 to 1/1/16)

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 between Friday, December 18th and Monday, 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.

Note: All classified 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:

- Any hours worked by an employee must be listed under the regular earnings column.
- Please submit comments explaining any compensatory time earned on the pay period.

WORKING DURING HOLIDAYS: If an employee with regular schedule of Monday through Friday is required to work on a holiday, the employee will be paid for hours worked and also receive compensatory time for the number of hours worked in lieu of holiday pay. Complete timesheet as follow:

- Enter the number of hours physically worked as regular
- Enter the number of hours worked on that holiday in the compensatory time earned column.
- Please submit a comment on the time sheet to explain the Compensatory time.

Timesheet Example (Employee worked 40 hours total including Friday):

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Regular			8	8	8	8		32
CompTime			8	8	8	8		32
Holiday		8						8

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.

HOLIDAY FALLS ON DAY OFF: Employee will receive compensatory leave for any unused Holiday hours. Complete timesheet as follow:

- Employee should enter 8 hours in holiday column (Part-time employees will enter Holiday hours in proportion to their FTE)
- 8 hours on compensatory time earned column.
- Please submit a comment on the timesheet to explain the Compensatory time.

Timesheet Example (Employee with Monday off):

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Regular								
CompTime		8						8
Holiday		8	8	8	8	8		40

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 an employee is required to work when the University is officially closed for a holiday, the employee will receive compensatory time. Complete timesheet as follow:
 - Enter 8 hours in holiday column (Part-time employees will enter Holiday hours in proportion to their FTE)
 - Enter the number of hours worked on that holiday in the compensatory time earned column.
 - Please submit a comment on the time sheet to explain the Compensatory time.

- 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 any of our Payroll Specialists

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