

HOLIDAY HOURS FOR WINTER BREAK 2011-2012

Classified Non-Exempt Employees (Employees who report Regular hours on their timesheets)

Total Working and Holiday hours for the week 12/18/11-12/24/11 (Sunday - Saturday)

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you need to work 32 hours and you will get 8 hours of holiday pay (**8 hrs on 12/23/11, Friday**)

Total Working Hours
32 hrs

Total Holiday Hours
8 hours

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you need to work 25.60 hours and you will get 6.4 hours of Holiday (**6.4 hrs on 12/23/11, Friday**).

Total Working Hours
25.60 hrs

Total Holiday Hours
6.4 hours

- If you are .75 FTE (30 hours/week) employee, you need to work 24 hours and you will get 6 hours of Holiday (**6 hrs on 12/23/11, Friday**).

Total Working Hours
24 hrs

Total Holiday Hours
6 hours

- If you are .625 FTE (25 hours/week) employee, you need to work 20 hours and you will get 5 hours of Holiday (**5 hrs on 12/23/11, Friday**).

Total Working Hours
20 hrs

Total Holiday Hours
5 hours

- If you are .50 FTE (20 hours/week) employee, you need to work 16 hours and you will get 4 hours of Holiday (**4 hrs on 12/23/11, Friday**).

Total Working Hours
16 hrs

Total Holiday Hours
4 hours

Total Holiday hours for the week 12/25/11-12/31/11 (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 12/26/11 to 12/30/2011**).

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 12/26/11 to 12/30/2011**).
- If you are .75 FTE (30 hours/week) employee, you will get 30 hours of holiday (**6 hrs each day from 12/26/11 to 12/30/2011**).
- If you are .625 FTE (25 hours/week) employee, you will get 25 hours of holiday (**5 hrs each day from 12/26/11 to 12/30/2011**).
- If you are .50 FTE (20 hours/week) employee, you will get 20 hours of holiday pay (**4 hrs each day from 12/26/11 to 12/30/2011**).

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 Thursday-12/22/11 and Tuesday-1/03/12.

Rate of Holiday Pay:

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

FLEX SCHEDULE:

- Full-time employees who work alternate schedules (usually 9-, 10-, or 12- hour shifts) will receive compensation equal to an eight hour day.
- Employees must use accrued leave or flex their schedule (with supervisor's approval) for the remainder of the workweek to cover their entire shift.

Timesheet Example (Employee working 4 days 10 hours each):

	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				30
Leave						2		2
Holiday						8		8

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 Friday off):

	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	8			40
CompTime						8		8
Holiday						8		8

HOLIDAY FALLS ON DAY OFF AND EMPLOYEE WORKS: Employee will receive compensatory leave for that holiday and also will be paid for the hours worked on that day. Complete timesheet as follow:

- Enter 8 hours for Compensatory time earned (Part-time employees will enter Holiday hours in proportion to their FTE)
- Enter the number of regular hours physically worked on that day.
- Please submit a comment on the time sheet to explain the Compensatory time.

Timesheet Example (Employee worked 40 regular hours and also 4 hours on Friday):

	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	8	4		44
CompTime						8		8
Holiday						8		8

Note: Compensatory Time will be given only if the employee works more than the required "Working Hours" for the week

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 holiday pay and also compensatory time for the number of hours worked. 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.

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

	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	8		40
CompTime						8		8
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.*

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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