

Holiday hours for Thanksgiving 2013

27th November – 4 hours for 1.0 FTE
3.2 hours for .80 FTE
3.0 hours for .75 FTE
2.5 hours for .625 FTE
2.0 hours for .5 FTE

28th November - 8 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE
- 4.0 hours for .50 FTE

29th November - 8 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE
- 4.0 hours for .50 FTE

Total working hours and total Holiday hours for the week 11/24/13-11/30/13(Sunday-Saturday)

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you need to work 20 hours and you will get 20 hours of holiday (**4 hrs on 11/27/13 and 8 hrs each on 11/28/13, 11/29/13**)

- Total Working Hours
20 hours
- Total Holiday Hours
20 hours

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you need to work 16 hours and you will get 16 hours of holiday (**3.2 hrs on 11/27/13 and 6.4 hrs each on 11/28/13, 11/29/13**)

- Total Working Hours
16 hours
- Total Holiday Hours
16 hours

- If you are .75 FTE (30 hours/week) employee, you need to work 15 hours and you will get 15 hours of holiday (**3 hrs on 11/27/13 and 6 hrs each on 11/28/13, 11/29/13**)

- Total Working Hours
15 hours
- Total Holiday Hours
15 hours

- If you are .625 FTE (25 hours/week) employee, you need to work 12.5 hours and you will get 12.5 hours of holiday (**2.5 hrs on 11/27/13 and 5 hrs each on 11/28/13, 11/29/13**)

- Total Working Hours
12.5 hours
- Total Holiday Hours
12.5 hours

- If you are .50 FTE (20 hours/week) employee, you need to work 10 hours and you will get 10 hours of holiday (**2 hrs. on 11/27/13 and 4 hrs each on 11/28/13, 11/29/13**)

- Total Working Hours
10 hours
- Total Holiday Hours
10 hours

Requirements to receive holiday pay:

To receive holiday pay, employees must work or be on paid leave on the work day before and after the holiday.

If the holiday is for a portion of a workday employees must:

- work or be on paid leave the last scheduled workday before and the first scheduled workday after the holiday, **and**
- work or be on paid leave the work hours **preceding** the holiday hours.

Note: Any portion of the day before, the day following, or the day of the actual holiday that an employee is on leave without pay will result in the loss of holiday pay.

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 proportionate to hours worked.

Note: All classified Non-Exempt 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

- 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.
- If the holiday falls on their scheduled day off and employee is not working that day, employee will receive compensatory leave for that day. Employee must complete their regular work hours for that week during the other days. In the time sheet, on such days, employee should enter 8 hours in holiday column (for full-time employees or proportionate hours for part-time employees) and also the same number of hours on compensatory leave earned column. Please submit a comment on the time sheet to explain the Compensatory time entry.
- If the holiday falls on their scheduled day off and the employee is required to work that day, employee will receive compensatory leave for that 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.
- 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. So on the time sheet, the employee will enter 8 hours in holiday column (for full- time employees or proportionate hours for part- time employees) and 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 entry.

The following is applicable only to 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 on a day by his/her agency supervisor when the university is officially closed for a holiday, the employee will receive compensatory time. In the timesheet, the employee will enter hours 8 hours in holiday column (for full- time employees or proportionate hours for part- time employees) and 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 entry.
- If the agency where the employee works has a holiday and he/she cannot work there on that day but it is a regular working day for the university, then the employee has to cover that day with his/her personal leave or come and work here at the parent department at the university.

If you have any questions, please contact Drew Southers, Jr. Payroll Specialist at 3-2629 or asouther@gmu.edu