

## Holiday Hours Information for Thanksgiving Break 2011

23<sup>rd</sup> 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

24<sup>th</sup> 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

25<sup>th</sup> 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 11/20/11-11/26/11(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 11/23/11 and 8 hrs each on 11/24/11, 11/25/11**)

- 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 11/23/11 and 6.4 hrs each on 11/24/11, 11/25/11**)

- 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 11/23/11 and 6 hrs each on 11/24/11, 11/25/11**)

- 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 11/23/11 and 5 hrs each on 11/24/11, 11/25/11**)

- 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 11/23/11 and 4 hrs each on 11/24/11, 11/25/11**)

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

## General Holiday Pay Information

### 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 Tuesday-11/22/11 and Monday-11/28/11.

### 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.

### Flexible 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.

### Holiday Falls on Day Off

Employee will receive compensatory leave for any unused Holiday hours. Complete timesheet as follows:

- 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.

### 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 follows:

- 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.

### 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 will receive compensatory time for the number of hours worked. Complete timesheet as follows:

- 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 the holiday in the compensatory time earned column.
- Please submit a comment on the time sheet to explain the Compensatory time.

**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 follows:
  - 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 the 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 Catalina Wheat, Sr. Payroll Specialist at 3-2751 or [cwheat@gmu.edu](mailto:cwheat@gmu.edu)