

- If you are .625 FTE (25 hours/week) employee, you need to work 10 hours and you will get 15 hours of holiday **(5 hrs each on each day- 11/21/18, 11/22/18, 11/23/18)**

• Total Working Hours	Total Holiday Hours
10 hours	15 hours

- If you are .50 FTE (20 hours/week) employee, you need to work 8 hours and you will get 12 hours of holiday **(4 hrs each on each day- 11/21/18, 11/22/18, 11/23/18)**

• Total Working Hours	Total Holiday Hours
8 hours	12 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.

Note: Any portion of the day before, or the day following the 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 Holiday pay of eight hours per holiday day. Employees must use accrued leave or adjust their work schedule (with supervisor's approval) for the work week to cover their entire shift.
- If the holiday falls on their scheduled day off and employee does not work on 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 a regular work schedule of Monday through Friday is required to work on a holiday, the employee will be paid holiday pay and also receive compensatory time for the number of hours worked. On the time sheet, the employee will enter 8 hours under holiday (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 paid on the George Mason payroll, but physically work in outside location offices of different agencies:

- If an employee is required to work on a day by his/her outside agency supervisor when the university is officially closed for a holiday, the employee will receive compensatory time. On the timesheet, the employee will enter hours 8 hours under holiday (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.
- When the agency where the employee works has a holiday and he/she cannot work at that location 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 our Sr. Payroll Specialist, Drew Souther asouther@gmu.edu at 3-2629, or our Payroll Supervisor, Catalina Wheat cwheat@gmu.edu at 3-2751.