

**HOLIDAY HOURS FOR WINTER BREAK 2018-2019**  
**GUIDELINES FOR CLASSIFIED EMPLOYEES**

Winter Holiday Closing: Saturday 12/22/18 – Sunday 1/06/2019

**Week 1: Sunday 12/23/18 - Saturday 12/29/18 (5 days)**

**Week 2: Sunday 12/30/18 - Saturday 1/05/19 (5 days)**

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you will get 8 holiday hours each day:  
Week 1: 40 hours of holiday  
Week 2: 40 hours of holiday

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you will get 6.4 holiday hours each day:  
Week 1: 32 hours of holiday  
Week 2: 32 hours of holiday
- If you are .75 FTE (30 hours/week) employee, you will get 6 holiday hours each day:  
Week 1: 30 hours of holiday  
Week 2: 30 hours of holiday
- If you are .625 FTE (25 hours/week) employee, you will get 5 holiday hours each day:  
Week 1: 25 hours of holiday  
Week 2: 25 hours of holiday
- If you are .50 FTE (20 hours/week) employee, you will get 4 holiday hours each day :  
Week 1: 20 hours of holiday  
Week 2: 20 hours of holiday

**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 with any number of hours of unpaid leave on Friday, December 21<sup>st</sup> and/or Monday, January 7<sup>th</sup>**

**Alternate Work Schedules:**

The University will be closed for three consecutive weekends, however for Payroll purposes Classified Employees are only eligible to receive **10 Business days of Holiday pay**. Full-time and Part-Time employees who work alternate schedules (4 or 3 days only) including weekends will receive holiday compensation for 10 days based on their FTE (8 hours for full-time employees and proportionate hours for part-time employees). Employees must use accrued leave or change their schedule (with supervisor's approval) for the Sunday 12/16/18-Saturday 12/21/18 and the Sunday 1/6/19-Saturday 1/12/19 workweeks to cover their entire shifts. No one should receive more than 10 days of holiday pay during the University closing.

- **ALTERNATE SCHEDULE:** Employees who work weekends and do not modify their schedules ahead of time will have to use leave to cover any missing hours.

**Timesheet Example (Wed-Sun Full-Time employee)**

**This employee cannot receive more than 80 Holiday hours of pay**

	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Total
Regular	8			8	8	8		32
Leave							8	8
Holiday								0
	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Fri 12/28	Sat 12/29	Total
Regular								
Leave								
Holiday	8			8	8	8	8	40
	Sun 12/30	Mon 12/31	Tue 1/01	Wed 1/02	Thu 1/03	Fri 1/04	Sat 1/05	Total
Regular								
Leave								
Holiday	8			8	8	8	8	40
	Sun 1/06	Mon 1/07	Tue 1/08	Wed 1/09	Thu 1/10	Fri 1/11	Sat 1/12	Total
Regular				8	8	8	8	32
Leave	8							8
Holiday								0

- **WORKING DURING HOLIDAYS:** Employees will receive compensatory leave for the 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.

Note:

- All classified Non-Exempt (overtime eligible employees) need to account for their working hours in every work week, with either work, paid leave or proportionate hours of holiday leave.
- Classified-Exempt employees are not required to enter their holiday hours in their timesheets.
- Classified employees under bi-weekly payroll who work alternate schedules or work on holidays, should 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 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 us:

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