

Paid Holiday Leave Hours For Percent-time Operating Staff

The revised paid holiday leave policy clarifies the paid leave hours for percent time staff. Instead of using the employee's annual percent time, the employee's percent time for the week in which the holiday occurs is used. The amount of paid leave hours is determined as follows:

1. Calculate the work percentage for the week by dividing the employee's number of scheduled work hours for the week in which the holiday falls by 37.5 for those with a 37.5 hour per week base (H1 ECLS in Banner) or by 40 for those with a 40 hour per week base (H2 ECLS in Banner).
2. The paid holiday leave hours is determined by applying the work week percentage against 7.5, the full-time equivalent for those with a 37.5 hour per week base (H1), or against 8 for those with a 40 hours per week base (H2).
3. An employee must be on pay status the day before and the day after a holiday to receive paid holiday leave.
4. If the holiday occurs on a date outside the employee's appointment dates, the employee is not eligible for any paid holiday leave for that holiday.

Other considerations:

- ✓ If the holiday falls during a **week** in which the employee is scheduled to work, but not on a **day** the employee is scheduled to work, the employee may apply the holiday leave hours to a day during that week when s/he does work.
- ✓ If the paid holiday leave hours are less the hours the employee was scheduled to work on the holiday, the employee may use earned time to cover the time, ask for a docking, or work with the supervisor to work extra hours on another work day during the workweek to make up the hours.
- ✓ If the paid holiday leave hours are more than the hours the employee was scheduled to work on the holiday, the employee may work with the supervisor and apply those hours to another work day during the same week.

(See next page for examples)

Paid Holiday Leave Examples:

(A) Employee with 83% position with appointment dates of 8/23/04 – 6/21/05
M-F for 7.5 hours per day

Paid Holiday Leave:

For July 4th (Monday): Holiday occurs outside the employee's appointment dates, so no paid holiday leave

For Nov 11th (Thursday): Employee's work schedule is 5 days x 7.5 hours = 37.5 hours/37.5 = 100%, so would have 7.5 hours of paid holiday leave

(B) Employee with 77% position with appointment dates of :

7/01/04 – 8/31/04

M-F for 8 hours per day

And 9/01/04 – 5/31/05

MWF 4.0 hours per day and TR 6.25 hours per day

And 6/01/05 – 6/30/05

M-F 8 hours per day

Paid Holiday Leave:

For July 4th (Monday): Employee's work schedule is 5 days x 8 hours = 40 hours/40 = 100%, so would have 8 hours of paid holiday leave during that week

For Nov 11th (Thursday): Employee's work schedule is 3 days x 4 hours (12 hours) + 2 days x 6.25 hours (12.5 hours) = 24.5 hours total for the week/40 = 61%, so would have 61% of 8 hours, or 4.88 hours of paid holiday leave

(C) Employee with 52% position with appointment dates of 8/04/04 – 6/14/05
MWF for 7.5 hours per day

Paid Holiday Leave:

For July 4th (Monday): Holiday occurs outside the employee's appointment dates, so no paid holiday leave

For Nov 11th (Thursday): Employee's work schedule is 3 days x 7.5 hours = 22.5 hours/37.5 = 60%, so would have 60% of 7.5 hours = 4.5 hours of paid holiday leave