

**Holidays**  
**Non-Exempt (Regular Hourly) Employees Required To Work Holidays**  
**Guideline for Time Reporting**  
 Effective 12/21/2019

	Designated Holidays*	Other Holidays w/ Exception of Winter Break	Winter Break 12/21-12/24 and 12/26-12/31
<b>Non-Grant Funded</b>	Employees required to work on a holiday will be paid one-and-a-half times their regular straight time rate for the hours worked plus an additional straight time rate for the hours worked. (1.5 for designated holiday worked, 1.0 for holiday = 2.5x regular straight time rate)	Employees required to work on a holiday will be paid at a straight time rate for the hours worked plus additional pay at a straight time rate for the hours worked. (1.0 for other holiday hours worked, 1.0 for holiday = 2.0x regular straight time rate)	Employees required to work during winter break will have a choice to: 1) be paid at a straight time rate for hours worked plus additional pay at straight time rate for the hours worked during winter break (1.0 for other holiday hours worked + 1.0 for holiday = 2.0x regular straight time rate), OR 2) be paid at a straight time rate for hours worked plus receive floating holiday time for hours worked during winter break to use up to 30 days prior or 90 days after winter break, as applicable and pre-approved by their immediate supervisor (1.0 for other holiday worked + float holiday for hours worked).
<b>Grant Funded</b>	Employees required to work on a holiday will be paid at a rate of one and-a-half times their regular straight time rate for the hours worked plus receive floating holiday time for hours worked during winter break to use up to 30 days prior or 90 days after winter break, as applicable and pre-approved by their immediate supervisor. (1.5 for holiday hours worked + float holiday for hours worked)	Employees required to work on a holiday will be paid at a straight time rate for the hours worked plus will receive floating holiday time for hours worked to use up to 30 days prior or 90 days after the holiday worked, as applicable and pre-approved by their immediate supervisor. (1.0 for other holiday hours worked + float holiday for hours worked)	Employees required to work during winter break will be paid at a straight time rate for the hours worked plus will receive floating holiday time for hours worked to use up to 30 days prior or 90 days after the holiday worked, as applicable and pre-approved by their immediate supervisor. (1.0 for other holiday hours worked + float holiday for hours worked)

\*Designated holidays are New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Other holidays include, but are not limited to, Friday after Thanksgiving Day, the Tuesday after the first Monday in November in Presidential election years, winter break, and any additional days authorized by the President.

Should overtime hours occur in the week in which the holiday was worked, any overtime hours will be paid at time and one-half the regular straight time rate. Premium pay and overtime for hours worked on holidays will not be duplicated and may not exceed the regular scheduled workday. Floating holiday time may not exceed the regular scheduled workday.

*This policy only applies to benefit eligible staff.*