



Human Resources Holiday Worked

Bi-Weekly Employee Monthly Employee
 Name: _____ Title: _____
 Pers. ID #: _____ Position: _____
 Department: _____

If a holiday falls on a staff member's regular workday and the staff member is required or permitted to work, payment for the holiday shall be as follows:

- A. The employee shall be paid at the straight-time rate for the hours worked, and in addition,
- B. The employee shall either be credited with equivalent compensatory time off, on an hour for hour basis, or be paid an additional amount, at the straight-time rate, for the hours worked. The decision to allow compensatory time off or make additional payment is reserved to the Directors or Chairpersons approval, giving consideration to staffing needs and budgetary constraints.

Director of Chair Person should initial one of the following options.

Pay additional hours worked. (1) **Bank additional hours worked (2)**

(1) Bi-Weekly employees include hours worked using code 1015 Holiday Worked in addition to the Holiday hours code 3150 on timesheet for the last period ending December xx, 20xx. These hours will be included on the first check dated January x, 20xx.

*Monthly employees will be paid on the January paycheck based on the hours listed below.

(2) Holiday hours worked will be added to your available vacation bank. When taking time off use code 3170 vacation.

Please list all hours and days worked. For example 4 hours on Wednesday 12/26/xx

Hours	Days	Hours	Days
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours _____

Employee Signature Date Director/Chairperson Signature Date