

PER 4.03 – Holidays
Policy and Procedure Application Guide
Flexible Schedules

PeopleSoft automatically calculates holidays based on 1/5 of an employee’s work week. This automatic calculation does not account for employees working more or less than five days a week or working various hours per day throughout the workweek.

Employees should be paid holiday time for the amount of hours they are regularly scheduled to work that day(s). Employees are not required to augment holiday time with their earned annual leave (vacation, personal, sick). If the automated calculation of holiday time does not reflect the amount of hours the employee is regularly scheduled to work, the time submission must be amended to reflect the correct number of hours.

Examples:

- A 40-hour a week employee works 10-hour shifts Monday through Thursday each week. A holiday falls on Monday and 8 hours of holiday time (based on the automated calculation of 1/5 workweek) is automatically reflected on the employee’s timesheet. The timekeeper must amend the timesheet to add 2 hours of supervisor approved leave (SLV) in order to make the employee whole for the day.
- A 30-hour a week employee works 7.5-hour shifts Monday through Thursday each week. A holiday falls on a Friday, the employee’s regular off-day. Six hours of holiday time (based on the automated calculation of 1/5 workweek) is automatically reflected on the employee’s timesheet for Friday. In this case, the employee should not be paid for the Friday holiday because the employee was not scheduled to work that day – failure to remove the automatic holiday calculation would result in an overpayment of 6 hours. The timekeeper must complete a small time sheet to eliminate the 6 hours of holiday time to avoid overpayment for the week.
- A 30-hour a week employee works 8-hour shifts Monday through Wednesdays and a 6-hour shift on Thursdays. An upcoming holiday falls on a Friday, the employee’s regular off day. Prior to the week of the holiday, the employee’s supervisor requests the employee change their schedule to Tuesday through Friday during the week of the holiday with work hours of 8-hours Tuesday through Thursday and 6-hours on Friday, however, the employee will not actually work on Friday as the University will be closed. Six hours of holiday time (based on the automated calculation of 1/5 workweek) is automatically reflected on the employee’s timesheet for Friday. Since the employee’s schedule was changed to Tuesday through Friday for the week, the time sheet including Friday’s hours will total 36 hours for the week (30 hours worked and 6 hours holiday time.) The holiday hours are correct on this timesheet; no changes are required.

Work Day	Week 1 Hours	Week 2 Hours
Friday	0	6
Monday	0	8
Tuesday	8	8
Wednesday	8	8
Thursday	8	6
TOTAL HOURS WORKED	24	36

Note: PER 4.03 states, “To be paid for a holiday, the employee must be in pay status the last scheduled day of work prior to the holiday and the first scheduled day of work after the holiday. Employees will not be eligible for holiday pay during the payment of terminal leave.”