

## Holiday Worked

### INTRODUCTION

Scheduled/required to work on an actual or observed holiday will receive 1½ times Approved Holiday Worked Hours in addition to holiday pay.

Did not receive prior approval by Manager/Supervisor but chose to work on the holiday, may be paid at Unapproved Holiday Worked Hours at straight time.

Holiday worked does not apply when an employee is On-Call and receives 8 hours of Comp Time for being on call.



**Notes:** Employees may receive Pay or Comp Time depending on department policy.

Holiday Worked does not apply to Exempt employees who are not eligible for Comp Time.

### ENTERING HOLIDAY WORKED HOURS

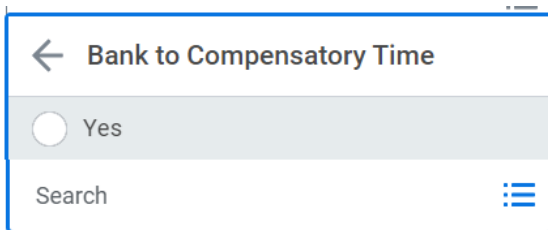
1. For Exempt or Non-Exempt Employees, you would enter the holiday worked hours using Time Entry.

**(Non-Exempt, do not Check In or Out)**

2. On your **Time Calendar**, select the holiday you worked and click in the time blocks. Change the **Time Type** to either Approved or Unapproved hours.

- Approved Holiday Worked Hours 1.5x
- Unapproved Holiday Hours Worked 1.0x

3. Enter in your **In** and **Out** time for the whole day.
4. If you are being paid these hours and not electing Comp Time, click OK.
5. If electing Comp Time, scroll down to Details and click Bank to Compensatory Time. Click Yes.



6. Once done, click OK.