

HOLIDAY PRORATION GUIDELINES FOR PART-TIME EMPLOYEES

Part-time benefited employees receive pro-rated holiday time based on the number of hours they work each week. The number of prorated holiday hours is equal to an employee's weekly scheduled hours divided by 5 (days). See the table below for examples:

<u>Scheduled Work Hours</u>	<u>Holiday Proration Entitled</u>	<u>FTE</u>
36	7.20	0.90
35	7.00	0.875
34	6.80	0.85
32	6.40	0.80
30	6.00	0.75
28	5.60	0.70
24	4.80	0.60
20	4.00	0.50

Part-time employees may need to report time in HR/Direct on University holidays. Please see the three scenarios below for HR/Direct Time Reporting instructions.

1. **Holiday falls on an employee's scheduled work day but scheduled hours are GREATER than the prorated holiday hours.**

For Example: Employee works 24 hours per week, entitled holiday hours = 4.80, but employee's regularly scheduled work hours is 8.

(a) Employee takes the Holiday off

Action Required: Employee must report the appropriate number of HOL hours as well as leave time (VAC/PER/HCTU or NOP) to make up the difference between their scheduled hours and their prorated holiday hours.

Manual time entry should be 4.8 hours HOL **and** 3.2 hours of VAC/PER/HCTU or NOP to = 8 hours

From Sunday 03/13/2011 to Saturday 03/19/2011									
Timesheet		Overrides							
	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total	Time Reporting Code
+ -					4.800			4.800	HOL - Holiday
+ -					3.200			3.200	VAC - Vacation Time

(b) Employee works on the Holiday (scheduled hours GREATER than prorated holiday hours).

For Example: Employee is requested to work on the Holiday by manager.

Action Required:

Step 1: Report the number of hours worked, then selects the Time Reporting Code “HCTES – Holiday Comp Time Earned Straight”.

Step 2: Employee must also report the appropriate number of HOL hours as well as leave time (VAC/PER/HCTU or NOP) to make up the difference between their scheduled hours and their prorated holiday hours.

From Sunday 03/13/2011 to Saturday 03/19/2011									
Timesheet		Overrides							
	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total	Time Reporting Code
+ -					8.000			8.000	HCTES - Hol Comp Time Earn
+ -					4.800			4.800	HOL - Holiday
+ -					3.200			3.200	VAC - Vacation Time

2. Holiday falls on an employee’s scheduled work day and scheduled hours are EQUAL TO OR LESS THAN the prorated holiday hours.

(a) Employee takes the Holiday off

NO Action Required: No time reporting is required. System will create both prorated holiday hours (HOL) and, if necessary, holiday comp time (HCTES). Reminder - Holiday comp time must be used within 120 days.

(b) Employee works on the Holiday

For Example: Employee is requested to work on the Holiday by manager.

Action Required: Report the number of hours worked up to your scheduled day, then selects the Time Reporting Code “HCTES – Holiday Comp Time Earned Straight”.

	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total	Time Reporting Code
+ -					4.000			4.000	HCTES - Hol Comp Time Earn

3. Holiday falls on an employee’s regularly scheduled day off.

No Action Required: No time reporting is required. System will create Holiday Comp Time (HCTES) hours entitled per chart above.

Reminder - Holiday comp time must be used within 120 days.

Please contact Human Resources if you have any questions:

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