“Employees who are regularly scheduled to work 20 or more hours per week, upon employment are eligible for paid holidays that are observed during their normally scheduled workweek. The total number of hours worked plus holiday hours shall not exceed the total regularly scheduled hours for the workweek. Employees that are regularly scheduled to work less than 20 hours per week are not paid for holidays.”

“Regularly scheduled hours” is captured on Colleague as “% to Full time.” In other words, a part-time employee who is scheduled for 20 hours per week is considered to be 50% FTE (20 hours divided by 40 hours per week). An individual who is scheduled to work 30 hours per week is considered to be 75% FTE (30/40).

The number of paid hours that a part-time employee will receive for a holiday is dictated by their regularly scheduled hours (% to FT) divided by 5 (because there are 5 workdays in a week). This computation is used even if an employee is scheduled to work less than 5 days in a workweek. It is the intent of our holiday policy to pay eligible part-time employees for holidays even if they were not regularly scheduled to work on the holiday in question.

The following examples are designed to illustrate how our holiday policy should be implemented for the upcoming November 28 and 29 dates and the December holidays:

1) **Andrew** is a part-time employee regularly scheduled for 20 hours per week (.50 FTE). He typically works 5 hours on Monday, Tuesday, Wednesday and Thursday and is normally not scheduled to work on Fridays. He should be paid for 4 hours of holiday pay for both November 28 and 29. He should be scheduled to work a total of 12 hours for Monday, Tuesday and Wednesday (November 25-27), to total 20 hours of pay for the workweek, consistent with our policy.

Andrew should receive 4 hours of holiday pay for December 24 through 27. He should be scheduled for 4 hours (instead of 5) for December 23. Similarly, Andrew would be paid for 4 hours on the holiday dates of December 30, 31 and January 1. He would be scheduled to work the remaining 8 hours on January 2 and 3. If he could not work on Friday the 3rd he could be scheduled for 5 or more hours on the 2nd. If he works 6 hours on the 2nd and zero hours on Friday, he would be paid for 18 hours that week.

2) **Brenda** is a part-time employee who is regularly scheduled to work 24 hours per week (.60 FTE). She normally works 8 hours on Tuesdays, Wednesdays and Thursdays and is off on Mondays and Fridays. For November 28 and 29 she should be paid for 4.8 hours each day (24 divided by 5). Optimally, Brenda should be scheduled to work a total of 14.4 hours on Tuesday and Wednesday (14.4 + 4.8 + 4.8 = 24).

Brenda would receive holiday pay of 4.8 hours for December 24-27. She could be scheduled for an additional 4.8 hours on December 23, but if she were unable to work on that Monday she would be paid for 19.2 hours that week (4.8 times 4). She would also receive holiday pay for 4.8 hours on December 30, 31 and January 1. She could be scheduled to work an
additional 9.6 hours on January 2 and 3. If she worked 8 hours on January 2 and did not work on January 3, then she would be paid for 22.4 hours that week (4.8 + 4.8 + 4.8 + 8 = 22.4).

3) **Dawn** is a part-time employee regularly scheduled to work 32 hours per week (.80 FTE). She normally works 8 hours Tuesday through Friday, and is off on Mondays. Dawn would receive holiday pay for 6.4 hours for both November 28 and 29 (32 divided by 5). She could be scheduled to work the remaining 19.2 hours on Monday through Wednesday, November 25 – 27. If she did not work on Monday the 25th but worked 8 hours on Tuesday and Wednesday, then she would be paid for 28.8 hours that week (8 + 8 +6.4 +6.4 = 28.8).

Dawn would also receive holiday pay of 6.4 hours for December 24-27. She could be scheduled to work up to 6.4 hours for Monday the 23rd. If she did not work the 23rd she would be paid for 25.6 hours (6.4 times 4). She would also be paid for 6.4 hours for December 30, 31 and January 1. She could be scheduled to work the remaining 12.8 hours (6.4 times 2) on January 2 and 3.

4) **Carl** is a part-time employee who is regularly scheduled to work 18 hours per week (.45 FTE). Because he is regularly scheduled to be less than .50 FTE (less than 20 hours per week), he is not eligible for holiday pay.

Hopefully these examples make the intent of our holiday policy clear for part-time employees. Part-time employees should be instructed on how to record their hours in a manner consistent with the examples in this memo.

If you are unsure what “% FTE” one or more of your part-time employees is established as, please consult the content of the Leave Balance Report. As indicated previously, this “% FTE” will dictate the number of hours that should be recorded for the upcoming holidays.