Calculation of Holiday Pay  
(MAPE)

Employee Name______________________________

Part-time employees must complete this form and turn it into their supervisor for approval when there is a holiday in the pay period.

According to contract language, holiday pay for employees who normally work less than 72 hours per pay period is figured as follows (p. 145 of the 2013-15 MAPE contract):

Holiday pay shall be computed based on the average number of hours the employee was in payroll status (including hours worked, paid vacations, paid sick leave, compensatory time off, or paid leave of absence) in their previous three (3) pay periods (excluding pay periods containing a holiday or an academic break/seasonal time off). Eligible employees who normally work less than full-time shall have their holiday pay pro-rated using the above criteria and schedule set forth in Appendix B (see attached).

My holiday hours for the pay period ending ______________ were figured as follows:

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>Hours Paid</th>
<th>Average</th>
<th>Holiday Hours</th>
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Employee Signature________________________________________________
Date _____________________

Supervisor Signature________________________________________________
Date_____________________

Form must be turned into Lori in Payroll upon completion.
APPENDIX B
HOLIDAYS

Eligible employees who normally work less than full-time shall have their holiday pay prorated on the following basis:

Hours that would have been worked during the pay period had there been no holiday. | Holiday hours earned for each holiday in the pay had period.
--- | ---
Less than 9½ | 0
At least 9½, but less than 19½ | 1
At least 19½, but less than 29½ | 2
At least 29½, but less than 39½ | 3
At least 39½, but less than 49½ | 4
At least 49½, but less than 59½ | 5
At least 59½, but less than 69½ | 6
At least 69½, but less than 72 | 7
At least 72 | 8