

## Calculation of Holiday Pay (AFSCME)

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. 289 of the 2013-15 AFSCME contract):

Part-time employees' holidays shall be prorated according to Appendix B1 (see attached), based upon the average number of hours paid in the previous three pay periods, unless the employee does work the holiday, in which case Article 7 of the Master Agreement language shall apply.

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

<u>Pay Period End Date</u>	<u>Hours Paid</u>	<u>Average</u>	<u>Holiday Hours</u>
_____	_____		
_____	_____		
_____	_____	_____	_____

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

*Form must be turned into Lori in Payroll upon completion.*

## APPENDIX B1 – HOLIDAYS

For employees not covered by Appendix B, eligible employees who normally work less than seventy-two (72) hours per pay period and eligible intermittent employees and temporary employees shall have their holiday pay prorated on the following basis.

Table 1: For pay periods containing one holiday:

<u>**Hours worked or paid:</u>	<u>Holiday hours earned for holiday</u>
Less than 4.5	0
At least 4.5, but less than 13.5	1
At least 13.5, but less than 22.5	2
At least 22.5, but less than 31.5	3
At least 31.5, but less than 40.5	4
At least 40.5, but less than 49.5	5
At least 49.5, but less than 58.5	6
At least 58.5, but less than 67.5	7
At least 67.5	8

Table 2: For pay periods containing two holidays:

<u>**Hours worked or paid:</u>	<u>Holiday hours earned for holiday</u>
Less than 4	0
At least 4, but less than 12	1
At least 12, but less than 20	2
At least 20, but less than 28	3
At least 28, but less than 36	4
At least 36, but less than 44	5
At least 44, but less than 52	6
At least 52, but less than 60	7
At least 60	8

Table 3: For pay periods containing three holidays:

<u>**Hours worked or paid:</u>	<u>Holiday hours earned for holiday</u>
Less than 3.5	0
At least 3.5, but less than 10.5	1
At least 10.5, but less than 17.5	2
At least 17.5, but less than 24.5	3
At least 24.5, but less than 31.5	4
At least 31.5, but less than 38.5	5
At least 38.5, but less than 45.5	6
At least 45.5, but less than 52.5	7
At least 52.5	8

\*\*These hours include hours worked, paid leaves of absence, paid vacation and sick leave, and compensatory time off, but excludes overtime hours.