

Holiday Eligibility and Calculations

As a supervisor utilizing eTimesheets, it is your responsibility to review employee timesheets for accuracy and adherence with [collective bargaining agreements](#) regarding holiday eligibility and calculation.

Holiday Eligibility Quick Tips for Supervisors:

- Temporary MAPE employees are not eligible for holiday pay.
- Temporary AFSCME employees are eligible for holiday pay only if their assignment exceeds 67 working days. Contact HR with questions.
- Employees must be in “pay status” the scheduled work day before and the scheduled work day after the holiday to receive holiday pay.
- Pay status means working, taking vacation, sick leave, comp time or other paid leave.

Holiday Calculation Quick Tips for Supervisors:

- All part-time employees have their holiday pay prorated according to the terms of the applicable bargaining unit.
- Calculating AFSCME and MAPE employees requires averaging the hours the employee worked over the last 3 pay periods (not including the current pay period) and referring to the appropriate appendix.
- Enter the hours used to calculate average in the *Comment* section of eTimesheet
 - Example: Pay period 1 48 hours worked
 - Pay period 2 62 hours worked
 - Pay period 3 58 hours worked
 - 168 hours divided by 3 pay periods = 56 hours average
 - Under *Comments* section: 48+62+58=56 average
- Calculating MNA and MMA employees requires referring only to the hours worked in the current pay period containing the holiday.

AFSCME Holiday Coding Quick Tips:

HOL=holiday

OTR = cash overtime paid at time and a half

C15 = comp overtime banked at time and a half

HVC = non-pay hours banked to vacation at straight time

HCT = non-pay hours banked to comp time at straight time

- If holiday falls on scheduled day off, hours are banked to vacation or comp time.
List eligible holiday hours as **HVC or HCT**.
- If employee works holiday is paid cash overtime and wants to observe holiday at a later time, holiday hours are added to vacation or comp time bank.
List hours worked as **OTR** and list eligible holiday hours as **HVC or HCT**.
- If employee works holiday and does not want to observe holiday on another day, overtime hours are either cash overtime or comp overtime.
List eligible holiday hours as **HOL** and list hours worked as **OTR or C15**.