

HOLIDAYS FOR PART-TIME EMPLOYEES (effective January 2013)

The following examples assume there are 16 approved holidays per year, as has been the case in recent years.

Example 1 – Employee works 21 hours per week for 52 weeks.

Employee's average hours per day = 4.2 (21 hours divided by 5).

Employee is eligible for 16 4.2-hour days, or a total of 67.2 holiday hours per year.

If employee usually works Monday, Wednesday, Friday at 7 hours per day and takes Monday off (to make up for the prior week's Thanksgiving Thursday, for example) the employee would be charged 7 holiday hours.

Example 2 – Employee works 20 hours per week for 39 weeks (September –May).

Employee's average hours per day = 4 (20 hours divided by 5).

Employee is eligible for 15 4-hour days (excludes July 4th), or a total of 60 holiday hours per year.

If employee usually works Monday through Friday at 4 hours per day, employee is charged 4 holiday hours for each paid holiday.

Example 3 – Employee works 28 hours per week for 52 weeks.

Employee's average hours per day = 5.6 (28 hours divided by 5).

Employee is eligible for 16 5.6-hour days, or a total of 89.6 holiday hours per year.

If employee usually works Thursday through Sunday at 7 hours per day and takes Thursday off (to make up for the prior Monday holiday, for example) the employee would be charged 7 holiday hours.

Example 4 – Employee works 29 hours per week for 52 weeks.

Employee's average hours per day = 5.8 (29 hours divided by 5).

Employee is eligible for 16 5.8-hour days, or a total of 92.8 holiday hours per year.

If employee usually works 5 hours on Tuesday, Wednesday and Thursday and 7 hours on Friday and Saturday, the employee would be charged either 5 or 7 holiday hours, depending on the day taken off.

Example 5 – Employee works full-time, 40 hours per week for 52 weeks.

Employee is eligible for 16 8-hour days, or 128 holiday hours per year.

Employee works a non-standard week: 12 hours on two days, 8 hours on two days, and doesn't work Mondays.

If employee takes a day off to make up for a prior Monday holiday (for example), the employee would be charged either 12 or 8 holiday hours, depending on the day taken off.