

## **Guidelines for Handling and Processing Compensation for Working on a Holiday**

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### **HOLIDAY ENTITLEMENTS**

#### **Benefits-Eligible Employees:**

- "Holiday pay" or "paid holiday" refer to the payment a benefits-eligible employee receives on [University-observed holidays](#), whether the employee is scheduled to work or physically works that day or not.
- Only benefits-eligible employees are eligible for paid holidays.
- An employee may hold only one benefits-eligible assignment, and holiday pay is paid only on that assignment.
- A benefits-eligible employee must either work their full shift or have enough paid leave (SL, AL, CTO/STO) to cover any amount of time absent on the working day prior to and immediately following the holiday to be paid for the holiday.
- Benefits-eligible employee new hires first day of scheduled work should never be on a University-observed holiday. Hire dates should be the day before or after a University holiday(s).
  - Benefits-eligible to non-benefits eligible current employees with no break in service are not eligible for holiday pay if their non-benefits eligible start date is on or before a University holiday. Non-exempt, non-benefits eligible employees required or assigned to work on a holiday receive straight time wages for that day plus overtime pay if applicable and appropriate within the full workweek.
  - Non-benefits eligible to benefits-eligible current employees with no break in service are eligible for holiday pay if their benefits-eligible start date is on a University holiday.
  - Benefits-eligible to benefits-eligible current employees with no break in service transferring into a new position will continue to be eligible for holiday pay.
- Benefits-eligible employees who are on terminal annual leave are not eligible for holiday pay.
- Holiday entitlements apply only to University-observed holidays.
- Employees with less-than-12-month contracts are entitled only to those holidays observed during their scheduled work periods.
- Benefits-eligible employees receive regular (i.e., straight time) pay for the holiday. A full holiday for a 1.0 FTE employee is 7.5 hours. Employees at less than 1.0 FTE/37.5 hours per week have their holiday pay pro-rated to their FTE per the following formula:  $\text{Employee FTE} \times 7.5$  (3.75 for a half-holiday)=number of holiday pay hours. [A table of holiday credits by FTE is attached.]
- Employees on compressed workweeks earn the standard 7.5 hours of holiday pay and thus must either adjust their schedules in a holiday week or take annual leave/CTO to make up the difference between the 7.5 holiday hours and their compressed work hours.
- Employees whose FTE is less than 1.0 FTE (less than 37.50 hours) must either adjust their schedules in a holiday week or take annual leave/CTO to make up the difference between the total holiday hours paid and their scheduled work hours during that workweek.
- An employee with benefits-eligibility in his/her primary assignment who is required to work a holiday in any secondary assignment is not entitled to holiday pay under the secondary assignment but may be entitled to overtime pay at the end of the workweek.

#### **Non-Benefits-Eligible Employees:**

- Paid holidays are granted only to benefits-eligible employees.
- Temporary, casual and student employees are not eligible for and will not receive holiday pay.
- Non-exempt, non-benefits eligible employees required or assigned to work on a holiday receive straight time wages for that day plus overtime pay if applicable and appropriate within the full workweek.

## HOLIDAY WORKED

For holiday worked pay to be authorized and paid, an employee must be officially assigned, scheduled or otherwise required/directed to work on a holiday by his/her supervisor or other duly designated managerial personnel. Such authorization may be oral or in writing.

If a full-time or part-time non-exempt or exempt benefits-eligible employee is assigned or required to work on any designated University-observed holiday, the employee will be compensated as follows:

### Non-exempt Benefits-Eligible Employee:

Will receive regular holiday pay based on FTE plus additional compensation at a rate of one and one-half (1.5) times the regular rate of pay\* for actual hours worked on the holiday; OR compensatory time off (CTO) calculated at a rate of one-and-one-half (1.5) times actual hours worked on the holiday. An employee must have a signed [CTO agreement](#) in place prior to being permitted to earn CTO. In the absence of any written/signed CTO agreement, an employee will be paid appropriately for holiday hours worked.

Non-exempt employees must use accrued CTO within twelve months of the date it is earned. All CTO balances will be paid out on the final pay of August of each year. Actual hours worked on a holiday are excluded from any calculations for overtime for the remainder of the workweek.

### Exempt Benefits-Eligible Employee:

Will receive regular holiday pay based on FTE plus substitute time off (STO) on an hour-for-hour worked basis. Exempt employees must use holiday STO within six (6) months of the date it is earned, or the time is forfeited. STO may not be converted to a cash payment for an exempt employee. The employee, supervisor and business unit are responsible for keeping manual records of STO earned/used by exempt employees required to work on University-observed holidays.

## FURTHER INFORMATION OR ASSISTANCE

For issues not specifically addressed or questions not answered in this document, please contact the Division of Talent and Culture Employee Relations unit.

## REFERENCES/AUTHORITIES

West Virginia University BOG Talent and Culture Rule 3.6

*Prepared by Compensation unit, Division of Talent and Culture*

## Examples of Calculations:

<b>1) Non-exempt, benefits-eligible 1.0 FTE, 12-month classified employee. Hourly rate of pay \$10.00, regular rate of pay* \$10.37. Worked Martin Luther King, Jr., holiday + regular schedule of four 7.50-hour days:</b>								
Workweek:	Sun	Mon (H)	Tue	Wed	Thu	Fri	Sat	
Worked:	0	7.5	7.5	7.5	7.5	7.5	0	Amount:
Paid Regular:	4 days X 7.5=30 hours X \$10.00→							\$300.00
Paid for working on holiday:	\$10.37 X 1.5= \$15.56 X 7.5→							116.66
Holiday pay	7.5 X \$10.00→							75.00
Total:								\$491.66
<b>2) Non-exempt, benefits-eligible classified employee. Hourly rate of pay \$10.00, regular rate of pay* \$10.37. Worked 8 hours on Memorial Day holiday + four 12-hour shifts:</b>								
Workweek:	Sun	Mon (H)	Tue	Wed	Thu	Fri	Sat	
Worked:	0	8	12	12	12	0	12	Amount:
Paid Regular:	4 days X 12=48 hours							
Straight time (all hours up to 40):	40 X \$10.00→							\$400.00
Overtime (all hours over 40):	\$10.37 X 1.5 = \$15.56 X 8**→							124.44
Paid for working on holiday:	\$10.37 X 1.5= \$15.56 X 8→							124.44
Holiday pay	7.5 X \$10.00→							75.00
Total:								\$723.88
<i>**Note that actual hours worked on a holiday are excluded from any calculations for overtime for the remainder of the workweek.</i>								
<b>3) Non-exempt, benefits-eligible 9-month classified employee. Hourly rate of pay \$12.00. Hired to work the summer months on hourly basis. Worked only the Monday and Tuesday before the Independence Day holiday on Friday:</b>								
Workweek:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Worked:	0	7.5	7.5	0	0 (H)	0	0	Amount:
Paid Regular:	2 days X 7.5=15 hours X \$12.00→							\$180.00
Holiday pay	\$0- Was not in paid status the day before and after the holiday							-0-
Total:								\$180.00
<b>4) Non-exempt, benefits-eligible 12-month classified employee at .60 FTE, or 22.5 hours per week. Hourly rate of pay \$9.00.</b>								
Workweek:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Worked:	0	4.5	0 (H)	4.5	4.5	4.5	0	Amount:
Paid Regular:	4 days X 4.5=18 hours X \$9.00→							\$162.00
Holiday pay	4.5 hours of holiday pay (pro-rated to the employee's FTE) X \$9.00→							40.50
Total:								\$202.50

*\*Regular rate of pay is the employee's hourly rate plus the hourly value of any longevity payment the employee received in July of the current fiscal year.*