

Calculating Holiday Hours for Eligible Temporary Employees

Temporary (non-student) employees are eligible for prorated holiday pay if they work at least an average of twenty (20) hours per week for the four (4) weeks immediately prior to the holiday, and if they are in pay status at least fifteen (15) minutes on their last scheduled work day before the holiday or winter break and at least fifteen (15) minutes on the first scheduled work day after the holiday or winter break.

The timekeeper or manager will average hours worked by the temporary employee for the four (4) weeks immediately prior to the date of the holiday and will enter the number of calculated hours into Workday.

Holiday hours do not count against the State 1500 hour fiscal year maximum for temporary employees.

Here's an example:

John Doe worked the following hours in the month of June:

Week 1 – 17

Week 2 – 23

Week 3 – 22

Week 4 – 21

Total hours over the last 4 weeks = 83

Divide 83/4 weeks = 20.75 hours a week average
(In this case John works over the 20 average needed).

To calculate the number of holiday hours paid to John, you divide that number by 5. $20.75/5 = 4.15$.

Round to quarter hour, so 4.25 hours will be entered for John's 4th of July holiday.