

Guidelines for Managing Holidays for Eligible Part-time, Non-Exempt Staff

These guidelines have been developed to determine holiday allowance for:

- Eligible part-time, non-exempt staff working at least 50% time
- Eligible part-time, non-exempt staff who work less than 5 days per week, or,
- Eligible part-time, non-exempt staff who have a varying schedule over 5 days per week.

Eligible part-time, non-exempt staff working non-standard work weeks are eligible for pro-rated holiday hours based on their percent time worked for **a standard work day**, rather than based on an employee's actual work schedule. To calculate a standard work day, divide the employee's total hours per week by 5 (a standard work-week). The following chart lists holiday time for several common work schedules:

Employee's Total Hours Per Week	Holiday Time based on standard work-day
18.75	3.75
20	4
25	5
28	5.6
30	6

A week in which a holiday occurs should be noted on the Brown University Individual Time Tracking Sheet for Staff in Non-Exempt positions.

The following examples demonstrate possible scenarios for administering holiday time under the policy for an employee working a part-time schedule. In these examples, the schedule is based on 30 hours/week (Monday, Tuesday, Wednesday), at 10 hours per day. A standard work day for this employee is 6 hours per day.

Holiday Occurs on Non-Scheduled Work Day

Employee reduces schedule during week:

If a holiday occurs on a non-scheduled work day, the employee's work schedule will be reduced by 6 hours. The employee will work 24 hours in the holiday week with 6 of their hours recorded as holiday hours. An example of this holiday week would look like this on the Time Tracking Sheet:

Employee's Name: Jane Doe		Supervisor: John Smith		Department: HR	
Day	Date	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				0	
Monday		10	8	2	
Tuesday		10	8	2	
Wednesday		10	8	2	
Thursday					
Friday			6	-6	Holiday
Saturday				0	
Totals		30	30	0	

Employee works regular schedule during week:

If a holiday occurs on a non-scheduled work day, and due to the department’s needs, the manager cannot reduce the employee’s hours during the holiday week, the employee will work their 30 hours, plus be paid an additional 6 hours at the holiday rate for the holiday. A Payroll Adjustment form is submitted for the additional holiday hours. An example of this holiday week would look like this on the Time Tracking Sheet:

Employee's Name: Jane Doe Supervisor: John Smith Department: HR					
Day	Date	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				0	
Monday		10	10	0	
Tuesday		10	10	0	
Wednesday		10	10	0	
Thursday					
Friday			6	6	Holiday
Saturday				0	
Totals		30	36*	6	Additional hours for holiday - Submit Pay Adjustment (code 020)

**If overtime hours should occur in this scenario, please refer to Policy 40.031- Overtime And Compensatory Time For Employees In Nonexempt Positions, on the HR Website*

Holiday Occurs on Scheduled Work Day

Two scenarios can occur if a holiday falls on a regularly scheduled work day.

Scenario 1: The employee will receive 6 hours for the holiday during the holiday week and must arrange with their manager to work an additional 4 hours over the holiday week in order to be paid for thirty hours. An example of this holiday week would like this on the Time Tracking Sheet:

Employee's Name: Jane Doe Supervisor: John Smith Department: HR					
Day	Date	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				0	
Monday		10	6	-4	Holiday
Tuesday		10	10	0	
Wednesday		10	10	0	
Thursday			4	4	Additional Hours made up during week
Friday					
Saturday				0	
Totals		30	30	0	

Scenario 2: If the employee cannot work the additional hours, he/she will not be paid for these 4 hours. A Payroll Adjustment form reducing the pay at the regular rate of pay should be completed. An example of this holiday week would like this on the Time Tracking Sheet:

Employee's Name: Jane Doe Supervisor: John Smith Department: HR					
Day	Date	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				0	
Monday		10	6	-4	Holiday
Tuesday		10	10	0	
Wednesday		10	10	0	
Thursday					
Friday					
Saturday				0	
Totals		30	26	-4*	Reduce hours through Payroll Adjustment at regular rate of pay (code 001)

**Employee has the option to use accrued vacation time to compensate them for their full pay.*

Managing Holidays for Eligible Non-exempt, Part-time Staff during Winter Break:

When Brown University is closed during a full week (Monday - Friday) during the Winter Break, eligible part-time, non-exempt staff will receive their regular pay. If winter-break days occur within a partial week, for example, Monday, December 31st is a winter-break day and Tuesday is the New Years Day holiday, then Monday and Tuesday would be treated as holidays for pay purposes. To manage holiday time in these circumstances, please refer to the examples as noted above.

Managers should work with eligible, part-time non-exempt staff to determine the best course of action for managing part-time holidays for both the department and the employee.