



Full-time employees who work alternate work schedules may be scheduled to work more than eight hours on a holiday. In most cases, these employees are paid their regular salaries for the scheduled hours, including eight hours of pay for the holiday. Employees may be eligible for additional pay or compensatory leave, or they may be required to use accrued leave.

Formula for Calculating Leave Charged or Earned

$(8 \text{ Holiday Pay Hours} + \text{Hours Worked on Holiday}) - \text{Hours Scheduled to Work} =$

Hours of Leave Charged (if negative) or Hours of Pay or Compensatory Leave Earned (if positive)

	Employee					
	A	B	C	D	E	F
<b>Holiday Pay Hours</b>	8	8	8	8	8	8
<b>Plus (+) Hours Worked on Holiday</b>	0	2	4	8	12	6
<b>Total</b>	8	10	12	16	20	14
<b>Minus (-) Hours Scheduled to Work</b>	12	12	12	12	12	10
<b>Equals (=)</b> Hours of Leave Charged (if negative) Or Pay or Compensatory Leave Earned (if positive)	-4	-2	0	4	8	4

A, B – If the employee is scheduled for 12 hours and works less than 4 hours, the employee is charged with leave.

C – If the employee works 4 hours, no leave is charged and no additional pay or compensatory leave is earned.

D, E – If the same employee works more than 4 hours, pay or compensatory leave is earned for those hours over 4.

F – If the employee is scheduled for 10 hours and works more than 2 hours, pay or compensatory leave is earned for those hours over 2.