

Family Holidays (Revised 11/14/2007)
(Maintenance Responsibility: USM HR-Payroll 780-5500)

The following holidays are considered Family Holidays and are eligible from premium holiday pay for any time worked:

- Christmas Day**
Independence Day
Labor Day
Memorial Day
New Year's Day
Thanksgiving Day and Day After Thanksgiving Day

This table should cover the majority of situations. If you have any questions, please call a HR-Payroll representative at 780-5500.

Employee Category	How To Record Your Holiday Time
Students and Temporary Employees	Not eligible for Holiday Pay. Do not record holiday time.
Regular Hourly – Full Time	<p><i>If you are normally scheduled on the day we observe the holiday:</i> Record 8 hrs HOL time</p> <p><i>If you worked on the holiday:</i> Record 8 hrs HOL time and</p> <ul style="list-style-type: none"> a. Record hours worked (up to 8 hrs) as HOLFMT to be paid or b. Record hours worked (up to 12 hrs) as Comp Time at 1.5X hours worked (CMx15 – x code varies by bargaining unit) to bank time for future time off. <p><i>Exception</i> If employees are expected to take their makeup holiday during the same holiday week, then their comp time for working the holiday will not be available yet. If they do not have an equivalent amount of comp time already saved, have them record HOL on the day of holiday even though worked and REG on the alternate day off even though they did not work. This will document the proper amount of time worked and pay the employee correctly, but just won't document their actual work days.</p> <p><i>If you work more than 8 hours on a holiday:</i> Record 8 hrs HOL time Record 8 Hrs HOLFMT time Record balance as REG time (eligible for OT calculations, but not additional premium pay) HOLFMT and REG time may taken as Comp Time instead using (CMx15 –x code varies by bargaining unit) Adjust the number of hours worked by 1.5 to get the equivalent comp time.</p> <p><i>If you are not normally scheduled on the day we celebrate the holiday:</i> Record 8 hrs of HOLNS (these hours do not count towards overtime)</p>
Regular Hourly – Part	<i>If you are not normally scheduled on the day we celebrate the</i>

Time	<p>holiday: Divide your standard weekly hours/ 5 to determine your average daily hours. Record your average daily hours as HOLNS time (these hours do not count towards overtime).</p> <p><i>If you are normally scheduled on the day we observe the holiday:</i> Record your normal number of hours scheduled on that day of the week as HOL time .</p>
Salaried Employee	Do not record holiday time.