

HOLIDAY HOURS FOR THANKSGIVING 2023
GUIDELINES FOR CLASSIFIED EMPLOYEES

Thanksgiving Holiday Closing: Wednesday 11/22/2023 – Friday 11/24/2023
ELIGIBLE EMPLOYEES WILL RECEIVE 3 DAYS OF HOLIDAY PAY

** Please note that should the Governor grant additional time off for the holidays, it will be in place of – not in addition to – the leave granted by the University.*

Total working hours and Holiday hours for the workweek Sun 11/19/2023 – Sat 11/25/2023:

Chart Based on FTE:

- 8.0 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE
- 4.0 hours for .50 FTE

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you need to work or use leave totaling 16 hours and you will get 24 hours of holiday

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|-----------------------|---------------------|
| • Total Working Hours | Total Holiday Hours |
| 16 hours | 24 hours |

Part Time (less than 1.0 FTE Classified Employee)

- If you are .80 FTE (32 hours/week) employee, you need to work or use leave totaling 12.8 hours and you will get 19.2 hours of holiday

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|-----------------------|---------------------|
| • Total Working Hours | Total Holiday Hours |
| 12.8 hours | 19.2 hours |

- If you are .75 FTE (30 hours/week) employee, you need to work or use leave totaling 12 hours and you will get 18 hours of holiday **(Refer to chart for dates/hours)**

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|-----------------------|---------------------|
| • Total Working Hours | Total Holiday Hours |
| 12 hours | 18 hours |

- If you are .625 FTE (25 hours/week) employee, you need to work or use leaving totaling 10 hours and you will get 15 hours of holiday **(Refer to chart for dates/hours)**

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|-----------------------|---------------------|
| • Total Working Hours | Total Holiday Hours |
| 10 hours | 15 hours |

- If you are .50 FTE (20 hours/week) employee, you need to work or use leave totaling 8 hours and you will get 12 hours of holiday (**Refer to chart for dates/hours**)

• Total Working Hours	Total Holiday Hours
8 hours	12 hours

Requirements to Receive Holiday Pay:

Employees must either work or use paid leave on the work day before and after the holiday to receive holiday pay.

***Holiday pay will not be given to employees with any number of hours of unpaid leave on Tuesday, November 21st and/or Monday, November 27th.*

Alternate Work Schedules

Full-time employees who work alternate schedules (usually 9-, 10-, or 12- hour shifts) will receive Holiday pay of 8 hours per holiday day). No one should receive more than 3 days of holiday pay during the University closing. Employees must use accrued leave or adjust their work schedule (with supervisor's approval) for the work week to cover their entire shift.

Timesheet Entries for Semi-Monthly Classified Employees:

- If the holiday falls on their scheduled day off and employee does not work on that day, employee will receive compensatory leave for that day. Employee must complete their regular work hours for that week during the other days. In the time sheet, on such days, employee should enter 8 hours in holiday column (for full-time employees or proportionate hours for part-time employees) and also the same number of hours on compensatory leave earned column. Please submit a comment on the time sheet to explain the compensatory time entry.
- If the holiday falls on their scheduled day off and the employee is required to work that day, employee will receive compensatory leave for that holiday and also will be paid for the hours worked on that day. In such cases, the employee should enter 8 hours for compensatory time earned (for full-time employees or proportionate hours for part-time employees) and in addition also add the number of hours physically worked on that day in the regular earnings column of their timesheet. Please submit a comment on the time sheet to explain the compensatory time entry.
- If an employee with a regular work schedule of Monday through Friday is required to work on a holiday, the employee will be paid holiday pay and also receive compensatory time for the number of hours worked. On the time sheet, the employee will enter 8 hours under holiday (for full-time employees or proportionate hours for part-time employees) and the number of hours worked on that holiday in the compensatory time earned column. Please submit a comment on the time sheet to explain the Compensatory time entry.
- **Classified employees under Bi-weekly payroll** should contact their department's HR coordinator for clarifications on how to complete timesheets when working on alternate schedules or working on holidays.

The following is applicable only to those employees who are paid on the George Mason payroll, but physically work in outside location offices of different agencies:

- If an employee is required to work on a day by his/her outside agency supervisor when the university is officially closed for a holiday, the employee will receive compensatory time. On the timesheet, the employee will enter hours 8 hours under holiday (for full- time employees or proportionate hours for part- time employees) and number of hours worked on that holiday in the compensatory time earned column. Please submit a comment on the time sheet to explain the compensatory time entry.
- When the agency where the employee works has a holiday and he/she cannot work at that location on that day but it is a regular working day for the university, then the employee has to cover that day with his/her personal leave or come and work here at the parent department at the university.

If you have any questions, please contact our Payroll Team at payroll@gmu.edu