

HOLIDAY HOURS FOR WINTER BREAK 2023-2024
GUIDELINES FOR CLASSIFIED EMPLOYEES

Winter Holiday Closing: Saturday 12/16/2023 – Monday 1/1/2024
ELIGIBLE EMPLOYEES WILL RECEIVE 11 DAYS OF HOLIDAY PAY

Week 1: Sunday 12/17/2023 - Saturday 12/24/2023 (5 days)

Week 2: Sunday 12/24/2023 - Saturday 12/30/2023 (5 days)

Additional Day in 2024: Monday 1/1/2024 (1 day)

2023-2024 Winter Break includes 1 additional day, so schedules should be adjusted accordingly.

Full Time Classified Employee

- ▶ If you are 1.0 FTE (40 hours/week) employee, you will get 8 holiday hours each day:
Week 1: 40 hours of holiday
Week 2: 40 hours of holiday
Additional Day: 8 hours of holiday
Total: 88 Holiday hours

Part Time Classified Employee

- ▶ If you are .80 FTE (32 hours/week) employee, you will get 6.4 holiday hours each day:
Week 1: 32 hours of holiday
Week 2: 32 hours of holiday
Additional Day: 6.4 hours of holiday
Total: 70.4 Holiday hours
- ▶ If you are .75 FTE (30 hours/week) employee, you will get 6 holiday hours each day:
Week 1: 30 hours of holiday
Week 2: 30 hours of holiday
Additional Day: 6 hours of holiday
Total: 66 Holiday hours
- ▶ If you are .625 FTE (25 hours/week) employee, you will get 5 holiday hours each day:
Week 1: 25 hours of holiday
Week 2: 25 hours of holiday
Additional Day: 5 hours of holiday
Total: 55 Holiday hours
- ▶ If you are .50 FTE (20 hours/week) employee, you will get 4 holiday hours each day :
Week 1: 20 hours of holiday
Week 2: 20 hours of holiday
Additional Day: 4 hours of holiday
Total: 44 Holiday 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 Friday, December 15th and/or Tuesday, January 2nd.**

Alternate Work Schedules:

The University will be closed for three consecutive weekends, however for Payroll purposes, Classified Employees are only eligible to receive **11 business days of holiday pay**.

Full-time and Part-Time employees who work on alternate schedules (4 or 3 days only) including weekends will receive holiday compensation for 11 days only based on their FTE (8 hours for fulltime employees and proportionate hours for part-time employees). No one should receive more than 11 days of holiday pay during the University closing. Employees who do not modify their schedules ahead of time will have to use leave to cover any missing hours.

Timesheet Example for Wed-Sun schedule (Full-Time employee):

This employee cannot receive more than **88 Holiday** hours of pay. Leave was used to cover Sat 12/16. See detail below:

	Sun 12/10	Mon 12/11	Tue 12/12	Wed 12/13	Thu 12/14	Fri 12/15	Sat 12/16	Total
Regular	8			8	8	8		32
Leave							8	8
Holiday								0
	Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23	Total
Regular								
Leave								
Holiday	8			8	8	8	8	40
	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total
Regular								
Leave								
Holiday	8			8	8	8	8	40
	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Fri 1/05	Sat 1/06	Total
Regular				8	8	8	8	32
Leave								
Holiday	8							8

Working During Holidays:

Employees will receive compensatory leave for the 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 as regular earnings on their timesheet. **Please submit a comment on the time sheet to explain the Compensatory time entry.**

If you are *classified Non-Exempt (overtime eligible employees):*

You should account for working hours every workweek, with either work, paid leave or proportionate hours of holiday.

If you are *Classified-Exempt:*

You are not required to enter holiday hours on the timesheets.

If you are *Classified under bi-weekly payroll:*

You should contact your department's HR coordinator for clarifications on how to complete your timesheets when working on alternate schedules or working on holidays.

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

If the agency is closed for a holiday during a regular working day for the University, the employee has to cover that day with personal leave or go to work at the parent department at the University.

If you have any questions, please contact us at payroll@gmu.edu