

HOLIDAY BENEFIT

FOR EMPLOYEES IN ADMINISTRATIVE, INSTITUTIONAL, OPERATIONAL, PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES UNITS, SECURITY SERVICES, SECURITY SUPERVISORS, AND AGENCY LAW ENFORCEMENT SERVICES UNITS

FOR CHRISTMAS DAY 2011 AND NEW YEAR'S DAY 2012

Directions: Locate employee's regular work schedule in left hand column.
Read across to determine employee's Christmas Day and New Year's Day holiday and the holiday entitlement based on employee's status on those days.

Assumptions: 1. Employees are full time, annual salaried.
2. Employees work only those hours which correspond to their normal work shift on a pass day or a regularly scheduled workday.

EMPLOYEE'S REGULAR WORK SCHEDULE	EMPLOYEE'S CHRISTMAS/NEW YEAR'S HOLIDAY	STATUS: EMPLOYEE IS OFF SUNDAY AND MONDAY	STATUS: EMPLOYEE WORKS SUNDAY, OFF MONDAY	STATUS: EMPLOYEE IS OFF SUNDAY, WORKS MONDAY	STATUS: EMPLOYEE WORKS SUNDAY AND MONDAY
SUNDAY-WORKDAY MONDAY-PASS DAY	Sunday 12/25 Sunday 1/1	Sunday-holiday observance Monday-regular pass day	Sunday-holiday pay * or leave* Monday-regular pass day	Sunday-holiday observance Monday-overtime	Sunday-holiday pay* or leave* Monday-overtime
SUNDAY-WORKDAY MONDAY-WORKDAY	Sunday 12/25 Sunday 1/1	Sunday-holiday observance Monday-charged to credits	Sunday-holiday pay* or leave* Monday-charged to credits	Sunday-holiday observance Monday-regular workday	Sunday-holiday pay* or leave* Monday-regular workday
SUNDAY-PASS DAY MONDAY-WORKDAY	Monday 12/26 Monday 1/2	Sunday-regular pass day Monday-holiday observance	Sunday-overtime Monday-holiday observance	Sunday-regular pass day Monday-holiday pay or leave	Sunday-overtime Monday-holiday pay or leave
SUNDAY-PASS DAY MONDAY-PASS DAY	Monday 12/26 Monday 1/2	Sunday-regular pass day Monday-earns holiday leave	Sunday-overtime Monday-earns holiday leave	Sunday-regular pass day Monday-holiday pay or leave plus overtime	Sunday-overtime Monday-holiday pay or leave plus overtime

*Holiday Pay or Holiday Leave for December 25 at the Christmas time and one-half rate is only for employees in Administrative, Institutional, Operational, and Professional, Scientific and Technical Services Units.

Holiday Pay or Holiday Leave at the Christmas time and one-half rate is not available to Security Services, Security Supervisors and Agency Law Enforcement Services Units.