Holiday Timesheet Examples

Scenario # 1 - Employee works 20 hours per week, 5 hours a day, Monday-Thursday
Holiday falls on Monday (employee is not required to work)

<p align="center">**HRMS Timesheet/Absence Request**</p>

	Sunday	Monday **Holiday**	Tuesday	Wednesday	Thursday	Friday **Holiday**	Saturday	Total
REG			5	5	5			15
HOL		4*						4
LEAVE		1						1
								20

<p align="center">**HRMS Timesheet**</p>

Holiday falls on Monday (employee is required to work and worked for 5 hours on a holiday)

	Sunday	Monday **Holiday**	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
REG		5	5	5	5			20
HOL		4*						4
								24

* Prorated amount of time proportionate to the percentage of FT hours

Scenario # 2 - Employee works 30 hours per week, 6 hours a day, Monday-Friday
Holiday falls on Monday (employee is not required to work)

<p align="center">**HRMS Timesheet**</p>

	Sunday	Monday **Holiday**	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
REG			6	6	6	6		24
HOL		6*						6
								30

* Prorated amount of time proportionate to the percentage of FT hours

Scenario # 3 - Employee works 20 hours per week, 4 hours a day, Tuesday-Saturday, 1-5pm
Holiday falls on an extended break (Thanksgiving week, College does not open on weekend)

<p align="center">**HRMS Timesheet/Absence Request**</p>

	Sunday	Monday	Tuesday	Wednesday **Close at noon**	Thursday **Closed**	Friday **Closed**	Saturday **Closed**	Total
REG			4					4
HOL				2*	4	4		10
LEAVE				2			4	6
								20

<p align="center">**HRMS Timesheet/Absence Request**</p>

Holiday falls on a extended break (December Winter Break, College does not open on weekend)

	Sunday	Monday	Tuesday **Close at noon**	Wednesday **Closed**	Thursday **Closed**	Friday **Closed**	Saturday **Closed**	Total
REG			2					2
HOL			2*	4	4	4		14
LEAVE							4	4
								20

* Prorated amount of time proportionate to the percentage of FT hours

If an employee does not work the additional hours prior to the holidays or have accrued leave **(Personal or Annual Leave)** to cover them, they will be placed on leave without pay for those hours, will not be eligible for the holiday pay, and will not accumulate annual leave during that period.

Scenario # 4 - Employee works 20 hours per week, 4 hours a day, Tuesday-Saturday, 1-5pm
Holiday falls on Monday, a scheduled day off (employee does not work)

<div align="center">**HRMS Timesheet**</div>

	Monday **Holiday**	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Sunday							
REG		4	4	4	4	4	20
HOL	4*						4
							24

* Prorated amount of time proportionate to the percentage of FT hours

Holiday pay and regular hour combined should not exceed 40 hours within the weekwork and should not result in overtime.

Scenario # 5 - Employee works 40 hours per week, 10 hours a day, Monday-Friday (alternate work schedule)
Holiday falls on Monday (employee is not required to work)

<div align="center">**HRMS Timesheet/Absence Request**</div>

	Monday **Holiday**	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Sunday							
REG		10	10	10			30
HOL	8						8
LEAVE	2						2
							40