**Holiday Pay Issues**

Earning holiday hours and working on a holiday are two separate issues. This is important to consider for limited employees working less than 1,000 hours in a rolling 12-month period. Holiday hours earned are reported in a payroll period subsequent to the payroll period the hours were earned and if not considered may cause an employee to exceed the 1,000 hours worked in a rolling 12-month period.

**Earning holiday hours**

• If an employee works over 50% of the working hours in a month, the employee may be  
 entitled to earn holiday hours (check union contract for eligibility).

• Working hours include all working hours in a calendar month minus holidays.

• Holiday hours earned are added to the timecard that reports the ending hours in the calendar  
 month the holiday was earned.

• The employee is paid for holiday hours earned and his total working hours are increased.

• This can affect keeping the employee under 1,000 hrs in a working 12-month period.

**Time and a half for working on a holiday**

• If an employee works on a holiday, the employee may be eligible to be paid time and one half for those hours (check union contract for eligibility).

• The employee works the same number of hours but is paid more per hour. This does not affect the 1,000 hour rule.