

## Reporting Holiday Pay for Benefit Eligible Support Staff on the University Established Holidays

### Hourly Employees

- When an employee **DOES NOT** work on a holiday, enter attendance code **2280 – Holiday No Work**. This code allows the employee to receive the university holiday pay.
- \*Special Action required for the union employee of 1585, 999, or 324 who **DOES NOT** work on a holiday **AND** has a full shift paid absence on a scheduled working day immediately preceding or following the holiday. When this situation occurs, enter attendance code **2281 – Holiday No Work or OT**. This method of reporting allows the employee to receive the university holiday pay and excludes holiday hours for purposes of overtime calculations.
- When an employee **DOES** work on a holiday, enter **regular working attendance code for hours worked** (such as 2000-Regular Hourly). This method of reporting allows the employee to receive all appropriate holiday premium pay. (The HR/Payroll system will automatically calculate the premium pay.)

### Clerical/Technical Employees

- When an employee works their scheduled hours, but **DOES NOT** work on a holiday, no entry is required for holiday pay.
- When a union employee (CT) **DOES NOT** work on a holiday **AND** has a full shift paid absence on a scheduled working day immediately preceding or following the holiday, enter attendance code **2282-Holiday No OT** for the employee to receive holiday pay.
- When an employee **DOES** work on a holiday, enter **only relevant additional hours worked attendance code**, such as 2010-Regular Additional.

### Salary Employees

- When an employee works their scheduled hours, but **DOES NOT** work on a holiday, **no entry** is required for holiday pay.
- When an employee **DOES** work on a holiday, enter **only relevant additional hours worked attendance code**, such as 2010-Regular Additional.

### Support Staff Holiday Pay Policy & Procedure

The University grants eligible employees paid holidays from work with no loss in pay. The benefit is not payable to employees who are on: an official leave of absence without pay, regular Workers' Compensation, layoff, or disciplinary suspension. Holiday pay is not granted when the holiday falls during a vacation period preceding termination (except when an employee is retiring). Holiday pay is not payable if the employee has an unexcused absence on either the day before or the day after the holiday.

**Amount of payment: A maximum of eight hours pay may be made for each holiday.**

Coordination with other types of pay or benefits: When a holiday falls during an employee's paid vacation or sick leave, the employee will receive holiday pay and no charge will be made to accrued vacation or sick leave quotas.

For more information refer to:

<http://www.hr.msu.edu/documents/supportstaffpolproc/holidaypay.htm>.