Holiday Pay

A Holiday Tale (Abridged)

Every U down in U-ville liked holidays a lot...
But PPS Preparers,
Who reported holiday pay,
Sometimes Did NOT!

They *hated* reporting holidays.
The whole enchilada.
When DO you get holiday pay?
And when is it "nada"?
Must you be on pay status
Before AND after the day?
And what would you say
Is a part-timer's pay?

So where DO you find the answers to these questions? Ultimately the employee's policy or contract determines how holidays are handled for the employee. So, always check the contract!

Here are some general guidelines. Usually eligibility for full-time employees requires being on pay status the day before and the day after the holiday. Pay status means being at work or on paid leave time such as vacation, sick leave or comp time. What if they're on an UNpaid leave around the holiday? Sometimes there's a provision for an *authorized* leave of a defined duration (20 calendar days, for example) where the employee can receive holiday pay. So check it out in the contract!

Eligibility for holiday pay for part-time employees usually depends on the employee's total pay status hours for the month. Generally a part-time employee needs to be on paid status for at least 50% of the month--EXCLUDING holiday hours--to be eligible. Here's how it works:
December 2000 has 168 working hours.
16 of those hours are holiday hours (12/25 & 12/26).
168 minus 16 equal 152 hours.
50% of 152 is 76 hours.
So if a part-time employee needs to be on 50% pay status (working, vacation, sick leave, etc.) to be eligible for holiday pay, he would need 76 hours in Dec 00. But again (and again and again!), check the contract for eligibility!

Holiday pay for a part-time employee is proportional to the number of hours on pay status. An appointment with a fixed percentage is pretty straightforward--50% gives you 4 holiday hours, 75% is 6 hours, etc. If a part-timer is on variable time then you need to look at her total pay status hours for the month and get a percentage. Remember, like vacation and sick leave, holiday pay is earned in FULL hours.

Happy Holidays!

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