This document is intended to provide an update regarding the calculation of holiday hours and pay for the following scenarios:

- Employees who have an approved flex time schedule (full time and part time).
- Employees who work less than twelve months or less than forty hours per week.

It’s important to note that you will receive holiday pay for each holiday provided by your benefit package. Nothing is being removed from your benefit package; we are simply connecting the holiday hours to your FTE (full time equivalency). This change ensures all holiday hours are computed in the same manner for all employees.

All Schedules:

Beginning with the Thanksgiving holidays (2012), pay for holidays will be calculated using your FTE. This may or may not be a change for you, depending upon your work schedule.

Examples:

- If you work full time, twelve months of the year (1.00 FTE), you will receive an 8 hour holiday.
- If you work full time nine months (.75 FTE), you will receive a 6 hour holiday.
- If you work full time ten months (.8333 FTE), you will receive a 6.67 hour holiday.
- If you work 30 hours per week (.75 FTE), you will receive a 6 hour holiday.
- If you work 20 hours per week (.50 FTE), you will receive a 4 hour holiday.

Flex Time Schedules:

If you work flex time, different choices are available to you. An example of someone who works flex time would be a full time employee who works a schedule that is different than eight hours per day, five days per week. See examples below:

Example 1:

<table>
<thead>
<tr>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example 2:

<table>
<thead>
<tr>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>12</td>
<td>4</td>
<td>12</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the examples shown above, the employee will be paid an eight hour holiday due to the 1.00 FTE. The options for the above examples are as follows:
1) Change your schedule for the week so that you work eight hours per day, Monday through Friday, taking the holiday off.

2) Continue your work schedule shown above.
   - In the first example, if the holiday falls on Monday, you would receive an eight hour holiday. Therefore, you would need to either work 2 hours on another day within the work week, or you could use 2 hours of annual leave to enable you to have the 10 hours off on Monday.
   - In the second example, if the holiday falls on Monday, you would receive an additional eight hours of pay for the week.

Please remember that all schedules must be approved, in advance, by your supervisor.

Providing examples of all the different schedules we have on campus is difficult. Therefore, should you have questions regarding your specific schedule and the impact on your holiday hours, please contact the Payroll Office by email at padurnil@nnu.edu or by phone at extension 8537.