

**Regular Holidays (revised 05/06/2008)**  
(Maintenance Responsibility: USM HR-Payroll 780-5500)

The following holidays are considered regular Holidays and are eligible for normal holiday pay:

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|-----------------------------------|---|
| <b>Columbus Day</b>               | <b>Patriot's Day (classes in session)</b> |
| <b>Veteran's Day</b>              | <b>President's Day</b>                    |
| <b>Martin Luther King Jr. Day</b> |   |

This table should cover the majority of situations. Comp Time codes may vary slightly by bargaining unit. If you have any questions, please call a HR-Payroll representative at **780-5500**.

| <b>Employee Category</b>         | <b>How To Record Your Holiday Time</b>  |
|----------------------------------|---|
| Students and Temporary Employees | Not eligible for Holiday Pay. Do not record holiday time.   |
| Regular Hourly – Full Time       | <p><b><i>If you are normally scheduled on the day we observe the holiday:</i></b><br/>Record 8 hrs HOL time</p> <p><b><i>If you worked on the holiday:</i></b><br/>Record 8 hrs HOL time <b><i>and</i></b></p> <ul style="list-style-type: none"> <li><b>a.</b> Record hours worked (up to 8 hrs) as HOLW to be paid <b><i>or</i></b></li> <li><b>b.</b> Record hours worked (up to 8 hrs) as Straight Comp Time Saved (CMxSV- x code varies by bargaining unit) to bank time for future time off.. <b>To use saved comp time, enter CMxTK (Comp Time Taken).</b></li> </ul> <p><b><i>Exception</i></b> If employees are expected to take their makeup holiday during the same holiday week, then their comp time for working the holiday will not be available yet. If they do not have an equivalent amount of comp time already saved, have them record HOL on the day of holiday even though worked and REG on the alternate day off even though they did not work. This will document the proper amount of time worked and pay the employee correctly, but just won't document their actual work days.</p> <p><b><i>If you work more than 8 hours on a holiday:</i></b><br/>Record 8 hrs HOL time<br/>Record 8 Hrs HOLW time<br/>Record balance as REG time (eligible for OT calculations, but not additional premium)<br/>HOLW and REG time may taken as Comp Time instead using CMxSV –x code varies by bargaining unit.</p> <p><b><i>If you are not normally scheduled on the day we celebrate the holiday:</i></b><br/>Record 8 hrs of HOLNS (these hours do not count towards overtime)</p> |
| Regular Hourly – Part Time       | <p><b><i>If you are not normally scheduled on the day we celebrate the holiday:</i></b><br/>Divide your standard weekly hours/ 5 to determine your average daily hours.<br/>Record your average daily hours as HOLNS time (these hours do not count towards overtime).</p> <p><b><i>If you are normally scheduled on the day we observe the holiday:</i></b><br/>Record your normal number of hours scheduled on that day of the week as HOL time .</p>   |
| Salaried Employee                | Do not record holiday time.   |