

Administrative Holidays

(Maintenance Responsibility: USM HR-Payroll 780-5500) (Revised 11/29/2007)

These holidays are declared by the Chancellor's Office and are announced near a family holiday. They are generally a half day in length.

This table should cover the majority of situations. If you have any questions, please call a HR-Payroll representative at 780-5500.

Employee Category	How To Record Your Holiday Time
Students and Temporary Employees	Not eligible for Holiday Pay. Do not record Holiday Time.
Regular Hourly – Full Time	Record the number of hours you are normally scheduled on that day as HOL . Record any hours you were required to work as HOLAD . If you are not normally scheduled on the administrative holiday, do not record any hours. You are not eligible.
Regular Hourly – Part Time	Record the number of hours you are normally scheduled on that day as HOL . Record any hours you were required to work as HOLAD . If you are not normally scheduled on the administrative holiday, do not record any hours. You are not eligible.
Salaried Employee	Do not record holiday time