Family Holidays (Revised 05/19/2014)
(Maintenance Responsibility: USM HR-Payroll 780-5500)

The following holidays are considered Family Holidays and are eligible from premium holiday pay for any time worked:

New Year's Day
Memorial Day
Independence Day
Labor Day
Christmas Day
Thanksgiving Day
and
the day after Thanksgiving Day

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	***If you are normally scheduled on the day we observe the holiday:*** Record 8 hrs HOL time ***If you worked on the holiday:*** Record 8 hrs HOL time ***and*** a. Record hours worked (up to 8 hrs) as HOLFM to be paid ***or*** b. Record hours worked (up to 12 hrs) as Comp Time at 1.5X hours worked (CMx15 – x code varies by bargaining unit) to bank time for future time off. ***Exception*** 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. ***If you work more than 8 hours on a holiday:*** Record 8 hrs HOL time Record 8 Hrs HOLFM time Record balance as REG time (eligible for OT calculations, but not additional premium pay) HOLFM and REG time may taken as Comp Time instead using (CMx15 –x code varies by bargaining unit) Adust the number of hours worked by 1.5 to get the equivalent comp time. ***If you are not normally scheduled on the day we celebrate the holiday:*** Record 8 hrs of HOLNS (these hours do not count towards overtime)
Regular Hourly - Part Time	***If you are not normally scheduled on the day we celebrate the holiday:*** Divide your standard weekly hours/ 5 to determine your average daily hours. Record your average daily hours as HOLNS time (these hours do not count towards overtime). ***If you are normally scheduled on the day we observe the holiday:*** Record your normal number of hours scheduled on that day of the week as HOL time .
Salaried Employee	Do not record holiday time.