

**POLICY 9  
HOLIDAY PAY**

**Rule 9.02 - Determination of Full Pay on a Holiday**

Full pay for a holiday is intended to provide a full-time eligible employee with a day's pay, which is defined as one-fifth (1/5) of the weekly schedule of the employee's class, and a part-time eligible employee with a proportionate share thereof based on the employee's benefit rate.

**Regulations**

9.021 Calculating Holiday Pay

The amount of holiday pay for an eligible employee is determined by the following formula: multiply an eligible employee's regular hourly rate times one-fifth (1/5) the number of hours in the full-time weekly work schedule of the employee's class times the employee's percent time appointment.

9.022 Calculating Benefit Rate

Benefit rate is defined as the percentage derived by dividing the number of hours in the employee's part-time schedule by the number of straight time hours in a full-time work schedule for the class. It will normally be the same as the percent time shown on the appointment document.

9.023 Special Benefit Wage Rates for Multiple Jobs

Special Benefit Wage Rates for employees who regularly are assigned to work at multiple job rates within the same class may be developed since no single regular hourly rate exists, but such Special Benefit Wage Rates require the advance approval of the Assistant Vice President for Human Resources.