

Holiday Pay for Employees Regularly Scheduled To Work Weekends

This memo is a supplement to [University Policy 6.9, Time Away From Work](#), section on Holiday Pay. It provides guidance on holiday pay practices for non-union, non-exempt staff who are **regularly scheduled** to work on weekends. The determination of which employees are regularly scheduled to work on weekends, and therefore subject to the provisions below, is up to college/unit management in collaboration with local HR. The goal of these provisions is to move the pay practices normally invoked on a designated university holiday to certain weekends. The application of these provisions should result in the impacted employees receiving the same overall number of University holidays as all other staff.

For nonexempt employees who are *regularly scheduled* to work on weekends (and not on a university holiday):

- **July 4:** All hours worked on either Saturday or Sunday (not both) will be paid at 2.5 times their regular rate of pay only during the weekend that falls in the same pay week as July 4. This is in lieu of receiving holiday pay on the normally observed weekday July 4 University holiday.
- **June 19:** All hours worked on either Saturday or Sunday (not both) will be paid at 2.5 times their regular rate of pay only during the weekend that falls in the same pay week as June 19. This is in lieu of receiving holiday pay on the normally observed weekday June 19 University holiday.
- **Winter holiday period:** All hours worked on Saturday and/or Sunday on the weekend that falls in the same pay week as the winter holiday period will be paid at 2.5 times their regular rate of pay. This is in lieu of receiving holiday pay on the weekday(s) on which the normally observed University holiday(s) falls.

Examples:

EMPLOYEE A:

Employee A is regularly scheduled to work Saturday-Wednesday. July 4 falls on a Thursday which is the normally recognized University holiday; Employee A does not work. Employee A should be paid two-and-one-half (2.5) times their regular rate of pay for all hours worked on either the Saturday or the Sunday of the same pay week in which July 4 falls; July 4 should be suppressed as a holiday in Workday, effectively treating one weekend day as the designated holiday in exchange for the normally recognized University holiday.

EMPLOYEE B:

Employee B is regularly scheduled to work Thursday-Monday. July 4 falls on a Thursday which is the normally recognized University holiday. Employee B works on Thursday, July 4. Employee B should be paid two-and-one-half (2.5) times their regular rate of pay for all hours worked on Thursday, July 4. When Employee B works the Saturday and Sunday after July 4, they should receive their normal

straight time hourly rate for all hours worked, since they will be compensated for the normally recognized University July 4 holiday.

Employee B is regularly scheduled to work Thursday-Monday. July 4 falls on a Thursday which is the normally recognized University holiday. Employee B does not work on Thursday, July 4. Employee B should be paid holiday pay at their straight time hourly rate for Thursday, July 4. When Employee B works the Saturday and Sunday after July 4, they should receive their normal straight time hourly rate for all hours worked, since they will be compensated for the normally recognized University July 4 holiday.

EMPLOYEE C:

Employee C is regularly scheduled to work Sunday-Thursday. July 4th falls on a Sunday, and the University observes it on Monday. Employee C works both Sunday, July 4 and Monday, July 5. Employee C should be paid one-and-one-half (1.5) times their regular rate of pay on Sunday and two-and-one-half (2.5) times their regular rate of pay on Monday.

EMPLOYEE D:

Employee D is regularly scheduled to work Thursday-Monday. Winter break is scheduled from Wednesday 12/25 through Wednesday 1/1. Employee D works on 12/26 (Thursday), 12/27 (Friday), 12/28 (Saturday), 12/29 (Sunday) and 12/30 (Monday). Employee D should be paid two-and-one-half (2.5) times their regular rate of pay for all hours worked on 12/26 through 12/30. They will be compensated for the normally recognized University holiday falling on 12/25. The normally University recognized holidays on 12/31 and 1/1 should be suppressed as a holiday in Workday, effectively treating both weekend days as the designated holidays in exchange for the normally recognized university holidays.

EMPLOYEE E:

Employee E is regularly scheduled to work Monday-Friday, but is asked to cover for someone on Sunday, Dec. 25th. Employee E should be paid one-and-one-half (1.5) times their regular rate of pay on Sunday. They would not be paid two-and-one-half (2.5) times their regular rate of pay because they are not regularly scheduled to work on the weekends.

NOTE:

For nonexempt employees who work on weekends but are not regularly scheduled to work on weekends: When July 4, June 19, December 25 and/or January 1 fall on a Saturday or Sunday, nonexempt employees who are required to work will be paid one-and-one-half (1.5) times their regular rate of pay for all hours worked on any of these dates. Such employees will also be compensated for the normally designated University holidays that fall within the same pay week.

For assistance in administering these practices, please contact the college/unit Human Resources or payroll representative. Detailed guidance about time collection is available as a Workday Time Tracking Job Aid.

Workforce Policy and Labor Relations and University Payroll Office, August 2020