NKU NORTHERN KENTUCKY UNIVERSITY

Human Resources
Holiday Worked

_____Bi-Weekly Employee   _____Monthly Employee

Name:_____   Title:_____

Employee #_____   Department:_____

If a holiday falls on your regular workday and you are required or permitted to work, payment for the holiday shall be as follows:

A. You will be paid at the straight-time rate for the hours worked, and,

B. You will either be credited with equivalent paid time off (on an hour for hour basis) or be paid an additional amount (at the straight-time rate) for the hours worked. The decision to allow equivalent paid time off or make additional payment will be made by a Department Head or Chair, giving consideration to staffing needs and budgetary constraints.

Department Head or Chair should initial one of the following options.

_____**Bank additional hours worked. (1)**   _____   **Pay additional hours worked (2)**

(1) Bi-Weekly employees include hours worked using code 1015 Holiday Worked in addition to the Holiday hours code 3150 on timesheet period ending December xx, 20xx. These hours will be included on the check dated January x, 20xx.
This does NOT apply to biweekly Student employees; their worked time should still be entered under wage type 1027. No student time should be coded to wage type 1015.

*Monthly employees DO NOT ENTER code 1015 Holiday Hours worked – ONLY complete this form below, with the hours worked and the date(s) and submit to payroll. Payroll will make the entry on behalf of the monthly employee.

*Monthly employees will be paid on the January paycheck based on the hours listed below.

(2) Holiday hours worked will be added to your available vacation bank. When taking time off use code 3170 vacation.

* If employee is at their maximum for vacation, the hours will be paid out.

Please list all hours and days worked. _For example 4 hours on Wednesday 12/26/xx_

Hours	Days	Hours	Days
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Hours_____

_____   _____
Employee Signature   Date   Director/Chairperson Signature   Date