Date: August 7, 2020
To: Kronos Managers
From: Payroll & Employee Benefits
Subject: Labor Day Holiday 2020

As communicated by President Mearns in May, the academic plan includes instruction on Labor Day. Labor Day will remain a holiday; however, you may be asked to work if you will be instructing or assisting a class being taught that day, or if your work is required to support activities on that day.

We will accommodate work on that day as follows:

**Service Non-Exempt Hourly Employees**
- If you are required to work, you will be paid time and a half for the hours worked, plus eight (8) hours of holiday pay.

**Staff Non-Exempt Hourly Employees**
- If you are required to work, you will be paid time and a half for the hours worked, then given eight (8) consecutive hours off of work to be used within that same work week. If you are unable to take that time off during that same week, you will be paid the eight (8) hours in the 09/25/20 payroll.

**Faculty & Professional Salaried Employees**
- If you are required to work, you will be provided a floating holiday to be used by December 31, 2020.

**Frequently Asked Questions:**

**Q:** Will “Holiday Worked” be included in the calculation of overtime (OT) for either the calculation of daily overtime or over 40 hours in a work week?

**A:** No. “Holiday Worked” is a premium pay at the rate of one and a half times for actually working on the Labor Day Holiday, 9/7/20 (9/6/20 for 3rd shift employees). “Holiday Pay” is included in the calculation of Overtime in a 40-hour work week.

**Q:** What if I am not scheduled to work on the Holiday (Monday, 9/7/20 or 9/6/20 for 3rd shift employees)?

**A:** If you are not scheduled to work on the holiday (Monday, 9/7/20 or 9/6/20 for 3rd shift employees), you will receive eight (8) hours of Holiday Scheduled Day Off and it will not be applicable to OT for the 40-hour work week.

If you have any questions, please contact Payroll & Employee Benefits at 285-8461.

Thank you for your support and cooperation over the last five months. We appreciate you and wish you all a peaceful Labor Day Holiday!