



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!