

EXAMPLE 11A:	Full-Time Permanent Employee works additional hours on Holiday Week
---------------------	----------------------------------------------------------------------------

- Employee's regular work schedule is Mon-Fri, 8am-5pm (with one hour lunch).
- Employee does not work on Wednesday (Paid Holiday).
- Employee works an additional hour each day Mon, Tue, Thu, Fri for a total of 36 hours worked.
- Employee still receives full Paid Holiday (8 hrs) for total hours paid of 44 hours for the work week.
- The additional 4 hours must be paid at straight time; it cannot be considered overtime (1.5x) pay, comptime, or Holiday ETO.
- Management could have reduced the employee's work hours in the remainder of the week to avoid paying the additional straight-time pay.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			8a	12p	1p	6p	9.0	9.0	
TUE			8a	12p	1p	6p	9.0	18.0	
WED	Holiday	8.0						26.0	
THU			8a	12p	1p	6p	9.0	35.0	
FRI			8a	12p	1p	6p	9.0	44.0	
TOTALS:		8.0					36.0	44.0	-
Total Pay Hours Worked:			36.0			AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			8.0			H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-			Hol ETO:	-	OCTO:	-

EXAMPLE 11B:	Full-Time Permanent Employee works overtime on Holiday Week
---------------------	--------------------------------------------------------------------

- Employee's regular work schedule is Mon-Fri, 8am-5pm (with one hour lunch).
- Employee does not work on Wednesday (Paid Holiday).
- Employee works 2 additional hours each day Mon, Tue, Thu, Fri and 2 hours on Saturday.
- Employee still receives full Paid Holiday (8 hrs) for total hours paid of 50 hours for the work week.
- Of the 10 additional hours of paid compensation, 2 hours are at overtime rate (1.5x) and the remaining 8 hours must be paid at straight time (not overtime (1.5x) pay, comptime, or Holiday ETO).
- Management could have reduced the employee's work hours in the remainder of the week to avoid paying the additional straight-time pay.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			7a	12p	1p	6p	10.0	10.0		
TUE			7a	12p	1p	6p	10.0	20.0		
WED	Holiday	8.0						28.0		
THU			7a	12p	1p	6p	10.0	38.0		
FRI			7a	12p	1p	6p	10.0	48.0		
SAT			12p	2p			2.0	50.0		
TOTALS:		8.0					42.0	50.0	-	
Total Pay Hours Worked:			42.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			8.0				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			2.0				Hol ETO:	-	OCTO:	-

EXAMPLE 11C:	Part-Time Permanent (0.75 FTE) works additional hours on Holiday Week
---------------------	------------------------------------------------------------------------------

- The employee is regularly scheduled 30 hours per week (75% of Full-Time Equivalent [FTE]).
- The employee is eligible for 6 hours for each Paid Holiday (8 hrs x 0.75 = 6 hrs).
- Employee works an additional hour each day Monday and Tuesday, resulting in 26 hours worked.
- Employee still receives 6 hours of Paid Holiday, resulting in total pay for the work week of 32 hours.
- The additional 2 hours are paid at straight time and cannot be considered comp time or Holiday ETO.
- Management could have reduced the employee's work hours in the remainder of the week to avoid paying more than 30 hours for the work week.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	11a	12p	4p	7.0	7.0		
TUE			8a	11a	12p	4p	7.0	14.0		
WED	Holiday	6.0						20.0		
THU			8a	11a	12p	3p	6.0	26.0		
FRI			8a	11a	12p	3p	6.0	32.0		
TOTALS:		6.0					26.0	32.0	-	
Total Pay Hours Worked:			26.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			6.0				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-				Hol ETO:	-	OCTO:	-