

<b>EXAMPLE 13:</b>	<b>Permanent Employee Works on Holiday Wednesday (work not required)</b>
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- Employee (full-time) regularly scheduled Mon-Fri, 8am-5pm (one hour lunch).
- Employee voluntarily (ie, not required by management to work) works 4 hours on the Holiday.
- By working on the University Holiday date voluntarily, the employee “eats up” the Paid Holiday.
- Therefore, the employee receives only 4 hours of Paid Holiday (8 hrs – 4 hrs worked).
- Because the work was not required on the Holiday, the employee is not eligible for Holiday ETO or Holiday Premium 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	5p	8.0	8.0		
TUE			8a	12p	1p	5p	8.0	16.0		
WED			8a	12p			4.0	20.0		
	Holiday	4.0						24.0		
THU			8a	12p	1p	5p	8.0	32.0		
FRI			8a	12p	1p	5p	8.0	40.0		
SAT										
SUN										
<b>TOTALS:</b>		<b>4.0</b>					<b>36.0</b>	<b>40.0</b>	<b>-</b>	
<b>Total Pay Hours Worked:</b>			<b>36.0</b>				<b>AW ETO:</b>	<b>-</b>	<b>CTO:</b>	<b>-</b>
<b>Total Pay Hrs (not worked):</b>			<b>4.0</b>				<b>H.Prem:</b>	<b>-</b>	<b>TTO:</b>	<b>-</b>
<b>Hrs Eligible for OT Pay:</b>			<b>-</b>				<b>Hol ETO:</b>	<b>-</b>	<b>OCTO:</b>	<b>-</b>