

TIMESHEETS AND HOLIDAY PAY AT EWU

Classified Employees (WFSE)

EWU observes 11 paid holidays per calendar year: <https://inside.ewu.edu/hr/leave-and-time-off/>

Twelve-month employees are eligible for holiday pay if they are in paid status on their regular, scheduled workday preceding the holiday.

Cyclic employees (positions that are scheduled for less than a 12-month appointment): To be eligible for holiday pay cyclic employees last scheduled workday (must be in a paid status) prior to the holiday must be in the same month or the last working day of the prior month.

Holiday Leave Hours to Report

Full time employees will receive eight (8) hours of pay at their straight time rate for each holiday. Part time employees will receive holiday pay on a prorated basis.

- Classified employees are also eligible for one (1) paid Personal Holiday and one (1) paid Personal Leave Day per calendar year.
- Employees are also eligible for two unpaid holidays for reasons of Faith and Conscience per calendar year. These holidays would be coded as “Faith or Conscience Holiday” on the timesheet.

Alternate schedules: An alternate work schedule is any work schedule that varies from the typical schedule of five consecutive days, eight hours per day. If employees are required to work over an eight (8) hour schedule they will be paid for the normal time they work for the holiday. If the employee chose the alternate schedule, then the employee will be paid for 8 hours on the holiday and any time over eight (8) hours the employee may use their vacation time, compensatory time or leave without pay.

For example: if an employee chose a schedule of four 10-hour days then the employee would be paid for 8 hours for the actual holiday and could use two hours of their vacation, compensatory time or leave without pay to make up the difference. An employee, with supervisor approval, can also choose to work 5 eight-hour days during the holiday week.

Working on a Scheduled EWU Holiday

When the observed holiday falls on the employee’s scheduled workday, that day will be considered the holiday. When an observed holiday falls on the employees scheduled day off, the employee will be permitted to take an alternate day off during the week in which the holiday is observed. Employees must schedule any such alternate days off in advance with the approval of their supervisors. Holidays falling on a Saturday are observed on the preceding Friday, while those falling on a Sunday are observed on the following Monday. Employees may elect to receive equivalent compensatory straight time in lieu of an alternate day off for any holidays over 40 hours in a work week. EWU’s work week is Monday-Sunday.

Recording hours WORKED on a holiday on the timesheet for Classified Employees:

Classified employees required to work on a holiday will receive pay at their overtime rate (1.5 times the regular rate of pay) for all hours worked on the holiday. Employees should make two entries on their timesheet:

1. Reported Hours Worked

| | |
|-----------------------|-------|
| Earn Code | Hours |
| Reported Hours Worked | 8 |
2. Holiday Worked – Premium Pay

| | |
|------------------------------|-------|
| Earn Code | Hours |
| Holiday Worked - Premium Pay | 8 |

Classified employees eligible for shift differential will also record Shift Differential on their timesheet.

Recording hours NOT WORKED on a holiday on the timesheet for Classified Employees:

- If an employee took their holiday leave on the actual holiday day the employee would enter “*Reported Hours Worked*” and then enter in their time (normally, 8 hours unless a part time employee or alternate schedule). There is no “*holiday*” timesheet code at EWU.
Classified employees eligible for shift differential will also record Shift Differential on their timesheet.
- When a holiday falls on the employee’s day off, they will be permitted to take an alternate day off during the week in which the holiday is observed and record time as Reported Hours Worked **OR** the employee may earn a compensatory day. The employee would use the “*Comp Time – Holiday On Day Off*” timesheet code.