

I have a couple questions I would like to ask the members regarding holiday pay and vacations.

- 1. If you pay part-time employees holiday pay, how many hours do they have to work to be paid and if it is on a pro-rated basis? Is there a minimum number of hours that an employee has to work to get the full eight hours of holiday time?**
- 2. Our company experiences slow periods when our employees may not get 40 hours a week. How do companies pro-rate or pay vacation time to employees who may not work 2,080 hours a year? What is the minimum hours for an employee to be considered a full time employee? Is vacation time based on current year hours or previous year hours?**

Employees must work at least 30 hours per week to be considered full-time. For those employees who work less than that, holiday and vacation time is prorated based on their average daily hours for the past year. For example, if a part-time employee averaged 5 hours per day over the past year, they would receive 5 hours of pay for a holiday or vacation day.

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1. Part time employees are not eligible for holiday pay.
 2. Our slow periods luckily don't happen very often or for very long, so this is not something that we have to deal with. Usually when we are slow the employees use their PTO time to cover the days that they are not needed. Again, this doesn't happen very often or for very long.

20 -29 hours/week = $\frac{1}{2}$ holiday pay, $\frac{1}{2}$ vacation hours

30-39 hours/week = $\frac{3}{4}$ holiday pay, $\frac{3}{4}$ vacation hours

Over 30 hours / week = full time for insurance benefits

We prorate the employees PTO (Holidays and Vacations) by the percentage of actual hours they worked compared to the 2080 hours available. Time taken off without pay by the employee affects this proration also. Our handbook spells this out so all employees know the consequences of taking time off without pay, after they run out of PTO

1. Part time employees are not entitled to holiday pay or vacation time, though it has been a long time since we have had a part-time employee. That might be a policy we would have to look at and reconsider if we were to hire a part-time employee again.

2. We also experience slow periods when employees may not get 40 hours a week. We do allow them to make up that time with vacation/personal time that they may have. Vacation time is based on them being employed as a full-time employee the prior year. Unless an employee has been off for a length of time, they would be entitled to their full vacation time, otherwise we would pro-rate their vacation time based on how much they were here. We do not base it on the number of hours worked.

We require the three month probation period to be complete in order for an employee to get holiday pay.

They must average at least 30 hours per week.

All full time employees get full holiday time.

Part time under 40 hours (full benefits over 30) get partial holiday time

Our part-time employees aren't eligible for holiday pay. Employees must work at least 30 hours per week to be considered full-time...so we don't run into issues when production is slow.

An employee has to work their normally scheduled hours the day before and the day after a holiday in order to receive holiday pay, unless they have requested PTO time in advance. An employee cannot call in the day before a holiday and request a PTO day and expect to get paid for the holiday. We will let them take the PTO time, but they will not get paid for the holiday. The number of hours doesn't matter as long as it is their normally scheduled hours (8, 10, 12). This is the same for our full and part time employees.

For holiday pay for part-timers, etc, we pay them the average hrs of the rest of the work week that they worked.

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1. We do not pay holiday for those employees working less than 40 hours per week.
 2. We do not pro-rate vacation time. Employees are required to be full-time (40 hours+ per week) to receive 8 hours Holiday pay. Employees need to be with our company for 30 days prior to the holiday to receive holiday pay.
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We pay holiday pay to part time employees who have worked a year. The pay is based on average hours. We do not offer vacation pay for part time.

We have designated full-time positions, full time status is 40 hours. We do have slow periods when our ft employees do not earn their 40 hours but we have been fortunate enough that these periods are not extensive and easily get replaced with long hour weeks. Our work ebbs and flows. We have not had to change the status of any of our ft employees for a number of years now. Previously when we changed the status it was in the form of a RIF.

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- 1) Our PT employees are not eligible for holiday pay. Our FT employees do not have to work a minimum number of hours to be eligible for holiday pay BUT they cannot have an unexcused absence the day before or after the holiday.
 - 2) Vacation time (we call it PTO) is earned on current year hours. We allow time to be "earned" on ALL paid hours including OT, PTO, etc. So if someone has two weeks of PTO a year, they earn .019 PTO hours for every paid hour on their check. If you have someone who gets lots of OT, they may earn all two weeks before the end of the year so make sure the system in place stops accruing correctly. If allowed by their supervisor, the employee can go "negative" on their bank and use unearned vacation time. If the employee would quit before the bank is positive, they would have to pay us back for the unearned vacation time paid on their last check. Conversely, when an employee quits and the bank is positive, you have to pay the employee for anytime earned and not used on their last check. We allow employees to carry over up to three days of unused PTO into the following calendar year. Any other unused PTO time is lost. (Use it or lose it).

Regular Full-time (regularly scheduled to work a full time workweek as defined by their location) and Regular Part-time A employees (must work a regular weekly schedule of 20 or more hours per week) are eligible for paid holidays after 30 days of employment. Regular Part-time A employee holiday benefits will be prorated based on the average number of hours worked; i.e. they are paid the average number of hours worked per day as holiday pay. (If they work 6 hours/day on average, they are eligible for 6 hours holiday pay.)

Part Time employees by their very nature do not accrue Vacation or Holiday Pay.

Full Time employees receive Holiday Pay if they:

1. Are employed more than 60 days (their "orientation" period), and
2. Work the day before and after the Holiday.

NOTE: Some part time employees became Full Time and will need 500 hours of Part Time work or the 60 days of Full Time employment to be eligible for the Holiday benefit.

Question 2

Full Time employees "earn" their vacation based on the percentage PAID/2,080 hours x Maximum amount Available to them. Note: Paid =Worked + Hol + Vac +EL

The maximum amount of time is as follows:

0 to 6 months	0 days
6 to 12 months	5 days
1 year to 5 years	10 days
Five to 15 years	15 days
Over 15 years	20 days

Note: The vacation is calculated using the EE's anniversary date and is prorated when an anniversary date occurs.

An example: An employee is Hourly and is eligible for 10 days of vacation or 80.0 hours. He works 490.0 hours in the first quarter. $490/2080 \times 80 \text{ hours} = 18.85 \text{ hours eligible or } 19 \text{ hours.}$
