

TIMESHEETS AND HOLIDAY PAY AT EWU

Public School Employees of Washington (PSE)

PSE includes employees who are exempt from overtime AND employees who are eligible for overtime. EWU observes 11 paid holidays per calendar year: <https://inside.ewu.edu/hr/leave-and-time-off/>. Employees are eligible for holiday pay if they are in paid status on their regular, scheduled workday preceding the holiday.

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
- Employees with appointments for less than 12 months will be eligible for all paid holidays that fall during their period of employment, provided they were in paid status on their last scheduled workday preceding the holiday
- Employees working alternate schedules who are normally scheduled to work more than eight hours on a day observed as the paid holiday may use vacation, compensatory time or leave without pay to make up the difference between the employee's normal shift and the eight hours of holiday pay
- All PSE employees are also eligible for one (1) paid personal holiday per calendar year
- All PSE employees are eligible for two (2) unpaid holidays for reasons of Faith and Conscience per calendar year. These holidays would be coded as "Faith or Conscience Holiday" on the timesheet

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 employee's 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 Employees Eligible for Overtime (E2)

Overtime eligible 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
2. Holiday Worked – Premium Pay

Earn Code	Hours
<input type="text" value="Reported Hours Worked"/>	<input type="text" value="8"/>
2.	
Earn Code	Hours
<input type="text" value="Holiday Worked - Premium Pay"/>	<input type="text" value="8"/>

Recording hour WORKED on a holiday for Employees Not Eligible for Overtime (E1)

Overtime exempt employees required to work an observed holiday will be permitted to take an alternative day off on a date scheduled with the approval of their supervisor.

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

- If an employee took their holiday leave on the actual holiday day the employee would enter "Reported Hours Worked" and then enter in their hours. There is no "holiday" timesheet code at EWU.



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.