Alternate Workweek and Leave:

An alternate workweek is any schedule other than 5 days a week at the job appointment %, Monday through Friday.

An alternate workweek should equal the number of hours required for your job appointment %

Example: Full-time requires 40 hours per week

Part-time requires 40 hours x appointment % per week (ex: 40 hours x 50% appt = 20 hours per week)

When leave is taken on a normally scheduled day, it must be for the number of hours scheduled to work

Example: 100% appointment working 4 days @ 10 hours/day must take 10 hours leave for a scheduled day not worked.

Example: 50% appointment working 4 days @ 5 hours/day must take 5 hours leave for any scheduled day not worked

Only Leave & Additional hours worked are entered to timesheet: HR system automatically pays for Regular & Holiday hrs

Holiday Information

Fulltime employees will receive 8 hours of pay for a holiday.

Parttime employees will receive holiday pay on a prorated basis (8 hours x appointment %)

Example: 50% appointment will receive 4 hours of Holiday pay

If a holiday falls on a normally scheduled day to work:

Enter Leave for hours normally worked above appointment %

Example: 50% appointment working 5 hours/day: 1 hour Leave required because appt % is 4 hours daily.

Enter either paid Leave (VAC, COMP, PER) or unpaid Leave (LNN) on the holiday

If a holiday falls on a normally scheduled day off, Holiday Comp hours are earned to take off another day:

Enter Holiday Comp Earned (HCP) hours on the holiday

Example: 50% appointment would enter 4.0 Hol Comp Earned

Enter Holiday Comp Taken (HCT) when time off is taken

To be paid for hours worked on holiday: use earning Holiday Premium Paid (HPP)

To earn comp time for hours worked on holiday:

Use earning Comp Time Overtime (CTO) if holiday on usual work day

Use earning Holiday Comp Worked (HCW) if holiday on usual day off

Cyclic Leave Information

Cyclic leave is calculated based on the number of hours of your appointment %.

Example: 22 days is required for each month of cyclic leave for a traditional work schedule.

An alternate work schedule is based on hours to arrive at the correct time to take off.

Example: 11 month appointment = 22 days off.

50% appointment = 4 hours/day x 22 days = 88 hours cyclic off needed per year

Your personal alternate workweek:

Employee Name: ___________________________ Date: _________

Employee ID # W ___________________________ Department:

Enter your job appointment %: ___________________________ %

Multiply by 40 ___________________________ x 40

Total hours needed to work each week:

Enter your alternate workweek schedule here:

Monday ___________________________ Tuesday ___________________________ Wednesday ___________________________ Thursday ___________________________ Friday ___________________________ Saturday ___________________________ Sunday ___________________________

____ hours _______ hours _______ hours _______ hours _______ hours _______ hours _______ hours _______ hours

Timesheet: Enter leave code and # of hours scheduled to work on a day you are off work

Enter job appointment %: ___________________________ %

Multiply by 8 ___________________________ x 8

Total hours paid on a Holiday:

Timesheet: Enter a leave code and the # of hours above your Holiday hours.

Employee to keep copy

Supervisor/time approver to keep copy

Send one copy to HR-Payroll Services, MS 5221