

**SEIU BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20 and 21**

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**WWG 2 EMPLOYEE:**

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 full-time employee who works 8 hours on the holiday receives:	<p>Total of 16 hours for the day:</p> <ul style="list-style-type: none"><li>• 8 hours Holiday Credit earned.</li><li>• Compensation at straight time rate for each hour worked.</li></ul>	<p>Total of 20 hours for the day:</p> <ul style="list-style-type: none"><li>• 8 hours Holiday Credit earned.</li><li>• Compensation at one and one-half (1.5) times for each hour worked.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned/paid for the day include any hours already included in the regular pay warrant for the holiday.	<ul style="list-style-type: none"><li>• Must key 8 hours of Holiday Credit earned.</li><li>• Straight pay for all hours worked. In most cases, 8 hours of pay are included in the master pay warrant and no additional keying is required.</li></ul>	<ul style="list-style-type: none"><li>• Must key 8 hours of Holiday Credit earned</li><li>• Straight pay for all hours worked. In most cases, 8 hours of pay are included in the master pay warrant and no additional keying is required.</li><li>• Must key 8 hours of half-time pay, 4 hours of CTO*, or 4 hours of Holiday Credit earned for the premium portion. The method of payment is at the department's discretion.</li></ul>

\*Compensatory Time Off (CTO)

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 full-time employee who works 4 hours on the holiday and the holiday falls on their normally scheduled workday, receives:	<p>Total of 12 hours for the day:</p> <ul style="list-style-type: none"> <li>• 8 hours Holiday Credit earned.</li> <li>• Compensation at straight time rate for each hour worked.</li> </ul>	<p>Total of 16 hours for the day:</p> <ul style="list-style-type: none"> <li>• 8 hours Holiday Credit earned.</li> <li>• Compensation at one and one-half (1.5) times for each hour worked.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned/paid for the day include any hours already included in the regular pay warrant for the holiday.	<ul style="list-style-type: none"> <li>• Must key 8 hours of Holiday Credit earned.</li> <li>• Straight pay for all hours worked. In most cases, 8 hours of pay are included in the master pay warrant and no additional keying is required.</li> <li>• Must key 4 hours of paid leave usage. (This is required to ensure no overpayment occurs. The employee works 4 hours, and has 4 hours off on what would otherwise be an 8-hour workday, yet receives 8 hours of holiday credit earned and 8 hours of pay in their master pay warrant.)</li> </ul>	<ul style="list-style-type: none"> <li>• Must key 8 hours of Holiday Credit earned.</li> <li>• Straight pay for all hours worked. In most cases, 8 hours of pay are included in the master pay warrant and no additional keying is required.</li> <li>• Must key 4 hours of paid leave usage. (This is required to ensure no overpayment occurs. The employee works 4 hours, and has 4 hours off, on what would otherwise be an 8-hour workday, yet receives 8 hours of holiday credit earned and 8 hours of pay in their master pay warrant.)</li> <li>• Must key 4 hours of half-time pay, 2 hours of CTO*, or 2 hours of Holiday Credit earned (HT06) for the premium portion. The method of payment is at the department's discretion.</li> </ul>

\* Compensatory Time Off (CTO)

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"> <li>8 hours Holiday Credit earned for the holiday.</li> </ul>	<ul style="list-style-type: none"> <li>8 hours Holiday Pay.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
	<ul style="list-style-type: none"> <li>Must key 8 hours as Holiday Credit earned.</li> </ul>	<ul style="list-style-type: none"> <li>No additional keying is required – holiday pay is included in the master pay warrant.</li> </ul>

\*Regular Day Off (RDO)

**SEIU BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20 and 21**

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**WWG E/SE EMPLOYEE:**

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG E/SE employee who works 8 hours on the holiday receives:	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> <li>• 8 hours at the regular rate of pay.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> <li>• 4 hours Informal Time Off for the holiday.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.  Departments must ensure that total hours earned/paid for the day include any hours already included in the regular pay warrant for the holiday.	<ul style="list-style-type: none"> <li>• Must key 8 hours as Holiday Credit earned.</li> <li>• Straight pay for all hours worked.  In most cases, 8 hours of pay are included in the master pay warrant and no additional keying is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Must key 8 hours as Holiday Credit earned.</li> <li>• Must key 4 hours Informal Time Off.</li> </ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours Holiday Pay.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned/paid for the day include any hours already included in the regular pay warrant for the holiday.	<ul style="list-style-type: none"> <li>• Must key 8 hours as Holiday Credit earned.</li> </ul>	<ul style="list-style-type: none"> <li>• No additional keying is required – holiday pay is included in master pay warrant.</li> </ul>

\* Regular Day Off (RDO)

## BARGAINING UNIT 2

### WWG 2 EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"><li>• Compensation at straight time rate for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>	Total of 20 hours for the day: <ul style="list-style-type: none"><li>• Compensation at one and one-half (1.5) times for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours as either Holiday Credit or straight pay.</li></ul>	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours of Holiday Credit or straight pay; and</li><li>• Key 8 hours of half-time pay.</li></ul>

	Holiday falls on RDO*	Holiday falls on Workday
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\*Regular Day Off (RDO)

## BARGAINING UNIT 2

### WWG E/SE EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit.</li><li>• 4 hours Informal Time Off.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	To key an additional 8 hours for the day:  <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	To key an additional 12 hours for the day:  <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit ; and</li><li>• Key 4 hours Informal Time Off.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours:  <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 7

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### WWG 2 EMPLOYEE: Non-7k employee:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	<p>Total of 16 hours for the day:</p> <ul style="list-style-type: none"> <li>• Compensation at straight time rate for each hour worked.</li> <li>• 8 hours Holiday Credit.</li> </ul>	<p>Total of 20 hours for the day:</p> <ul style="list-style-type: none"> <li>• Compensation at one and one-half (1.5) times for each hour worked.</li> <li>• 8 hours Holiday Credit.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	<p>In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as either Holiday Credit or straight pay, or CTO*.</li> </ul>	<p>In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day:</p> <ul style="list-style-type: none"> <li>• Key an additional 8 hours of Holiday Credit or straight pay; and</li> <li>• Key 8 hours of half-time pay.</li> </ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours Holiday Pay.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit.</li> </ul>	<p>No additional keying – holiday pay is included in regular pay warrant.</p>

\* Compensatory Time Off (CTO)

\* Regular Day Off (RDO)

## BARGAINING UNIT 7

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### WWG E/SE EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 9

### WWG 2 EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"><li>• Compensation at straight time rate for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>	Total of 20 hours for the day: <ul style="list-style-type: none"><li>• Compensation at one and one-half (1.5) times for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours as either Holiday Credit or straight pay.</li></ul>	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day: <ul style="list-style-type: none"><li>• Key an additional 8 hours of Holiday Credit or straight pay; and</li><li>• Key 8 hours of half-time pay.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 9

### WWG E/SE EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li><li>4 hours Informal Time Off (if holiday falls on RDO)</li></ul>	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li><li>4 hours Informal Time Off (if holiday falls on RDO).</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	To key additional hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit; and</li><li>Key 4 hours Informal Time Off (if holiday falls on RDO).</li></ul>	To key additional hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit; and</li><li>Key 4 hours Informal Time Off (if holiday falls on RDO).</li></ul>

	Holiday falls on RDO*	Holiday falls on Workday
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 10

### WWG 2 EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"><li>• Compensation at straight time rate for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>	Total of 20 hours for the day: <ul style="list-style-type: none"><li>• Compensation at one and one-half (1.5) times for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours as either Holiday Credit or straight pay.</li></ul>	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day: <ul style="list-style-type: none"><li>• Key an additional 8 hours of Holiday Credit or straight pay; and</li><li>• Key 8 hours of half-time pay.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 10

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### WWG E/SE EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"> <li>• Up to 8 hours Holiday Credit for the holiday.</li> <li>• 1 hour of Administrative Time Off for every 2 hours worked (if holiday falls on RDO).</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 8 hours Holiday Credit for the holiday.</li> <li>• 1 hour of Administrative Time Off for every 2 hours worked (if holiday falls on RDO).</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	<p>To key additional hours for the day:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit; and</li> <li>• Key 4 hours Informal Time Off (if holiday falls on RDO).</li> </ul>	<p>To key additional hours for the day:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit; and</li> <li>• Key 4 hours Informal Time Off (if holiday falls on RDO).</li> </ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours Holiday Pay.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit.</li> </ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## **BARGAINING UNIT 12**

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CalHR is working on an update to this section. Please refer to the BU 12 MOU for instructions on compensating an employee who works on a holiday.

## **BARGAINING UNIT 13**

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CalHR is working on an update to this section. Please refer to the BU 13 MOU for instructions on compensating an employee who works on a holiday.

## BARGAINING UNIT 16

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### WWG 2 EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
Bargaining Unit 16 has no WWG 2 employees.	N/A	N/A

## BARGAINING UNIT 16

### WWG E/SE EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li><li>1 hour of Administrative Time Off for every 2 hours worked.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	In most cases, 8 hours of pay is included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	To key additional hours for the day: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit; and</li><li>Key 1 hour of Administrative Time Off for every 2 hours worked.</li></ul>

	Holiday falls on RDO*	Holiday falls on Workday
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

Note: According to Section 8.1.I of BU 16's MOU, an employee who is working an On-Call/Call Back Assignment on a holiday should be compensated in accordance with Attachment C of the BU 16 MOU.

According to Section 8.1.H of BU16's MOU, employees working on a holiday pursuant to Article 7, Section 7.8 (Assignment and Payment of Medical Officer of the Day) will be compensated according to that section.

## BARGAINING UNIT 18

### WWG 2 EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"><li>• Compensation at straight time rate for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>	Total of 20 hours for the day: <ul style="list-style-type: none"><li>• Compensation at one and one-half (1.5) times for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit or straight pay.</li></ul>	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day: <ul style="list-style-type: none"><li>• Key an additional 8 hours of Holiday Credit or straight pay; and</li><li>• Key 8 hours of half-time pay or 4 hours of straight time pay.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 18

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### WWG E/SE EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
Bargaining Unit 18 has no WWG E/SE employees.	N/A	N/A

## BARGAINING UNIT 19

### WWG 2 EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who is required to work and works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"><li>• Compensation at straight time rate for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>	Total of 20 hours for the day: <ul style="list-style-type: none"><li>• Compensation at one and one-half (1.5) times for each hour worked.</li><li>• 8 hours Holiday Credit.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned for the day include any hours already included in the regular pay warrant for the holiday.	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit or straight pay.</li></ul>	In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day: <ul style="list-style-type: none"><li>• Key an additional 8 hours of Holiday Credit or straight pay; and</li><li>• Key 8 hours of half-time pay.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>• Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>• 8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"><li>• Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## BARGAINING UNIT 19

### WWG E/SE EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG E/SE employee who is required to work and works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li><li>4 hours of Informal Time Off.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	<p>In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	<p>To key an additional 12 hours for the day:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit; and</li><li>Key 4 hours of Informal Time Off.</li></ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>Up to 8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## EXCLUDED EMPLOYEES

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### WWG 2 EMPLOYEE:

	<b>REGULAR HOLIDAY</b>	<b>PREMIUM HOLIDAY</b>
A WWG 2 employee who works 8 hours on the holiday receives:	<p>Total of 16 hours for the day:</p> <ul style="list-style-type: none"> <li>• Compensation at straight time rate for each hour worked.</li> <li>• 8 hours Holiday Credit.</li> </ul>	<p>Total of 20 hours for the day:</p> <ul style="list-style-type: none"> <li>• Compensation at one and one-half (1.5) times rate for each hour worked.</li> <li>• 8 hours Holiday Credit.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
Departments must ensure that total hours earned/paid for the day include any hours already included in the regular pay warrant for the holiday.	<p>In most cases, 8 hours of pay are included in the pay warrant. To key an additional 8 hours for the day:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit.</li> </ul>	<p>In most cases, 8 hours of pay are included in the pay warrant. To key an additional 12 hours for the day:</p> <ul style="list-style-type: none"> <li>• Must key 8 hours as Holiday Credit and Key 8 hours of half-time pay).</li> </ul>

	<b>Holiday falls on RDO*</b>	<b>Holiday falls on Workday</b>
A WWG 2 employee who does not work on the holiday receives:	<ul style="list-style-type: none"> <li>• 8 hours Holiday Credit for the holiday.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours Holiday Pay.</li> </ul>
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> <li>• Key 8 hours as Holiday Credit.</li> </ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)

## EXCLUDED EMPLOYEES

### WWG E/SE EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG E/SE employee who works 8 hours on the holiday receives:	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li><li>4 hours Informal Time Off for the holiday.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
WWG E/SE employees are paid a salary that is full compensation for all hours worked.	<p>To key an additional 8 hours for the day:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	<p>To key an additional 12 hours for the day:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit and</li><li>Key 4 hours Informal Time Off.</li></ul>

	Holiday falls on RDO*	Holiday falls on Workday
A WWG E/SE employee who does not work on the holiday receives:	<ul style="list-style-type: none"><li>8 hours Holiday Credit for the holiday.</li></ul>	<ul style="list-style-type: none"><li>8 hours Holiday Pay.</li></ul>
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"><li>Key 8 hours as Holiday Credit.</li></ul>	No additional keying – holiday pay is included in regular pay warrant.

\* Regular Day Off (RDO)