

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

WWG 2 EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
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"> • 8 hours Holiday Credit earned. • Compensation at straight time rate for each hour worked. 	<p>Total of 20 hours for the day:</p> <ul style="list-style-type: none"> • 8 hours Holiday Credit earned. • Compensation at one and one-half (1.5) times for each hour worked.
<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"> • Must key 8 hours of Holiday Credit earned. • 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. 	<ul style="list-style-type: none"> • Must key 8 hours of Holiday Credit earned • 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. • 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.

*Compensatory Time Off (CTO)

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG 2 full-time employee who works 4 hours on the holiday and the holiday falls on their normally scheduled workday, receives:	Total of 12 hours for the day: <ul style="list-style-type: none"> • 8 hours Holiday Credit earned. • Compensation at straight time rate for each hour worked. 	Total of 16 hours for the day: <ul style="list-style-type: none"> • 8 hours Holiday Credit earned. • Compensation at one and one-half (1.5) times for each hour worked.
<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"> • Must key 8 hours of Holiday Credit earned. • 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. • 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.) 	<ul style="list-style-type: none"> • Must key 8 hours of Holiday Credit earned. • 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. • 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.) • 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.

* Compensatory Time Off (CTO)

	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"> 8 hours Holiday Credit earned for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	<ul style="list-style-type: none"> Must key 8 hours as Holiday Credit earned. 	<ul style="list-style-type: none"> No additional keying is required – holiday pay is included in the master pay warrant.

*Regular Day Off (RDO)

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

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"> • 8 hours Holiday Credit for the holiday. • 8 hours at the regular rate of pay. 	<ul style="list-style-type: none"> • 8 hours Holiday Credit for the holiday. • 4 hours Informal Time Off for the holiday.
<i>Personnel Specialist Keying Examples:</i>		
<p>WWG E/SE employees are paid a salary that is full compensation for all hours worked.</p> <p>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>	<ul style="list-style-type: none"> • Must key 8 hours as Holiday Credit earned. • 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. 	<ul style="list-style-type: none"> • Must key 8 hours as Holiday Credit earned. • Must key 4 hours Informal Time Off.

	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.
<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"> • Must key 8 hours as Holiday Credit earned. 	<ul style="list-style-type: none"> • No additional keying is required – holiday pay is included in master pay warrant.

* 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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.

Personnel Specialist Keying Examples:

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"> • Key 8 hours as either Holiday Credit or straight pay. 	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"> • Key 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay.
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	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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*Regular Day Off (RDO)

BARGAINING UNIT 2

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"> 8 hours Holiday Credit. 	<ul style="list-style-type: none"> 8 hours Holiday Credit. 4 hours Informal Time Off.
<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"> Key 8 hours as Holiday Credit. 	To key an additional 12 hours for the day: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit ; and Key 4 hours Informal Time Off.

	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"> 8 hours Holiday Credit. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Regular Day Off (RDO)

BARGAINING UNIT 7

WWG 2 EMPLOYEE: Non-7k 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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.
<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"> • Key 8 hours as either Holiday Credit or straight pay, or CTO*. 	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"> • Key an additional 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay.
	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Compensatory Time Off (CTO)

* Regular Day Off (RDO)

BARGAINING UNIT 7

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"> Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> Up to 8 hours Holiday Credit for the holiday.
<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"> Key 8 hours as Holiday Credit. 	To key an additional 8 hours for the day: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit.

	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"> 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Regular Day Off (RDO)

BARGAINING UNIT 9

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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.

Personnel Specialist Keying Examples:

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"> • Key 8 hours as either Holiday Credit or straight pay. 	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"> • Key an additional 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay.
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	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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* 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"> Up to 8 hours Holiday Credit for the holiday. 4 hours Informal Time Off (if holiday falls on RDO) 	<ul style="list-style-type: none"> Up to 8 hours Holiday Credit for the holiday. 4 hours Informal Time Off (if holiday falls on RDO).
<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"> Key 8 hours as Holiday Credit; and Key 4 hours Informal Time Off (if holiday falls on RDO). 	To key additional hours for the day: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit; and Key 4 hours Informal Time Off (if holiday falls on RDO).

	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"> 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Regular Day Off (RDO)

BARGAINING UNIT 10

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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.

Personnel Specialist Keying Examples:

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"> • Key 8 hours as either Holiday Credit or straight pay. 	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"> • Key an additional 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay.
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	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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* Regular Day Off (RDO)

BARGAINING UNIT 10

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"> Up to 8 hours Holiday Credit for the holiday. 1 hour of Administrative Time Off for every 2 hours worked (if holiday falls on RDO). 	<ul style="list-style-type: none"> Up to 8 hours Holiday Credit for the holiday. 1 hour of Administrative Time Off for every 2 hours worked (if holiday falls on RDO).

Personnel Specialist Keying Examples:

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"> Key 8 hours as Holiday Credit; and Key 4 hours Informal Time Off (if holiday falls on RDO). 	<p>To key additional hours for the day:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit; and Key 4 hours Informal Time Off (if holiday falls on RDO).
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	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"> 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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* Regular Day Off (RDO)

BARGAINING UNIT 12

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

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

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"> Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> Up to 8 hours Holiday Credit for the holiday. 1 hour of Administrative Time Off for every 2 hours worked.
<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 is included in the pay warrant. To key an additional 8 hours for the day:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	<p>To key additional hours for the day:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit; and Key 1 hour of Administrative Time Off for every 2 hours worked.
	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"> Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	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:

	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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.

Personnel Specialist Keying Examples:

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"> • Key 8 hours as Holiday Credit or straight pay. 	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"> • Key an additional 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay or 4 hours of straight time pay.
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	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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* Regular Day Off (RDO)

BARGAINING UNIT 18

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:

	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"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times for each hour worked. • 8 hours Holiday Credit.

Personnel Specialist Keying Examples:

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"> • Key 8 hours as Holiday Credit or straight pay. 	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"> • Key an additional 8 hours of Holiday Credit or straight pay; and • Key 8 hours of half-time pay.
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	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"> • Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.

Personnel Specialist Keying Examples:

	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.
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* Regular Day Off (RDO)

BARGAINING UNIT 19

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"> Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Credit for the holiday. 4 hours of Informal Time Off.
<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"> Key 8 hours as Holiday Credit. 	<p>To key an additional 12 hours for the day:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit; and Key 4 hours of Informal Time Off.

	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"> Up to 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	<p>To key an additional 8 hours:</p> <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Regular Day Off (RDO)

EXCLUDED EMPLOYEES

WWG 2 EMPLOYEE:

	REGULAR HOLIDAY	PREMIUM HOLIDAY
A WWG 2 employee who works 8 hours on the holiday receives:	Total of 16 hours for the day: <ul style="list-style-type: none"> • Compensation at straight time rate for each hour worked. • 8 hours Holiday Credit. 	Total of 20 hours for the day: <ul style="list-style-type: none"> • Compensation at one and one-half (1.5) times rate for each hour worked. • 8 hours Holiday Credit.
<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.	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"> • Key 8 hours as Holiday Credit. 	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"> • Must key 8 hours as Holiday Credit and Key 8 hours of half-time pay).

	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"> • 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> • 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> • Key 8 hours as Holiday Credit. 	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"> 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Credit for the holiday. 4 hours Informal Time Off for the holiday.
<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"> Key 8 hours as Holiday Credit. 	To key an additional 12 hours for the day: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit and Key 4 hours Informal Time Off.

	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"> 8 hours Holiday Credit for the holiday. 	<ul style="list-style-type: none"> 8 hours Holiday Pay.
<i>Personnel Specialist Keying Examples:</i>		
	To key an additional 8 hours: <ul style="list-style-type: none"> Key 8 hours as Holiday Credit. 	No additional keying – holiday pay is included in regular pay warrant.

* Regular Day Off (RDO)