Timesheet Examples with Holidays

Exempt Employees

Time sheet for Exempt Employee that works every day in a pay period, except the Holiday.

Timesheet for Exempt Employee working 4/10’s that takes vacation time during the same week as a Holiday.

Timesheet for Exempt Employee working 5/8’s that takes vacation time during the full 2 weeks of a Holiday.

Timesheet for Exempt Employee working 4/10’s that take sick and vacation with a Holiday.
Timesheet Examples with Holidays

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**Hourly Employees**

Timesheet for Hourly Employee that works 4/10’s one week and 5/8’s the week of the Holiday.

Timesheet for Hourly Employee that works 4/10’s and makes up the 2 additional hours for day of Holiday. (The 2 hours must be made up in the same week as the Holiday.) The Holiday stays on the same date as the Official Holiday, and the day off changes.

Timesheet for Hourly Employee that works 4/10’s and uses vacation time for the 2 additional hours for the Holiday. (The 2 hours of vacation must be entered in the same week as the Holiday.) The Holiday stays on the same date as the Official Holiday, and the day off changes. Comp Time can also be used in this scenario, but not sick time.

**Employee Holiday Policies**

- Employees must work or be on an approved paid status on their last scheduled work day before and first scheduled work day after the holiday to qualify for holiday pay.
- Part-Time Classified Staff and Temporary Classified Staff employees are not entitled to holiday pay.
- Regular employees whose regular day off falls on a holiday will be granted an alternate day off with pay.