

COLUMBUS DAY

Columbus Day, Monday, October 12, 2009, is a holiday for employees covered by the CSEA Agreement. The College is open and support staff may be asked to work.

In accordance with the Agreement, payment for working a holiday shall be as follows:

1. When a 35 hour per week employee is required to work on a stipulated College holiday, a day shall be added to the employee's vacation bank.
2. When a 40 hour per week employee is required to work on a College holiday, he/she shall receive holiday pay plus time and one-half or compensatory time off at the rate of time and one-half (at the option of the employee) for the hours worked on such holiday, in accordance with Article 37 of the agreement.
3. Security personnel will be expected to work their regular shifts if scheduled to work on holidays. Security personnel who are required to work, and also those who have the day off, will be compensated an extra day's pay at the end of the academic year for a total of thirteen days pay, provided such employee was employed for the entire year. It is mutually understood that no additional compensatory time will be granted for holidays worked or not worked.

Working a holiday involves an adjustment of accruals or additional payment per the Agreement. To insure proper compensation please follow these procedures;

TIMESHEET REPORTING: Your web timesheet will appear with Holiday hours. A **COMPENSATORY/OVERTIME HOURS REPORT** must also be sent to Payroll in order to justify payment/adjustment of accruals. (MCC homepage/Employees/Forms/Payroll/ Compensatory/Overtime Hours Report). Please note that Regular Hours and Holiday hours must be filled in on Overtime Report for Columbus Day with the Justification stating "Worked Columbus Day".

TIMECLOCK REPORTING: Follow your usual method of reporting OVERTIME.

M: /Offices/President/HR/Columbusday