

# General Holiday Guidance

This document is intended to provide general holiday guidance to employees for use when completing their MTime timecard during pay periods that include Montgomery County observed holidays. Full time and part time employees, including those not normally scheduled to work on the week day where the Holiday falls, may be entitled to a Holiday credit. (See Notes below.)

Table 1 - Regular **Full Time** Employees:

	Holiday is on a regular scheduled work day	Holiday fell on my scheduled day off
<b>I did not work on the Holiday</b>	<a href="#"><u>Scenario 1</u></a>	<a href="#"><u>Scenario 3A, 3B, 3C</u></a>
<b>I worked on the Holiday</b>	<a href="#"><u>Scenario 2</u></a>	<a href="#"><u>Scenario 4A, 4B, 4C</u></a>

Table 2 - Regular **Part Time** Employees:

	Holiday is on a regular scheduled work day	Holiday fell on my scheduled day off
<b>I did not work on the Holiday</b>	<a href="#"><u>Scenario 5</u></a>	<a href="#"><u>Scenario 7</u></a>
<b>I worked on the Holiday</b>	<a href="#"><u>Scenario 6</u></a>	<a href="#"><u>Scenario 8</u></a>

Questions regarding this document should be directed to the IT Help Desk at 240-777-2828.

*Note: When an employee is in a LWOP or AWOL status or using any Unscheduled Leave Type on, before or after the holiday, it may impact on the employee's Holiday Credit or Holiday Premium Pay. Please review MCGEO contract and refer to Job Aid: [Editing Holiday Premium Pay for an Unscheduled Absence](#).*

*Note: This information does not apply to employees covered by the IAFF or FOP contract language.*

*Note: When an actual holiday falls on a Saturday or Sunday, a substitute or "observed" is designated by the Chief Administrative Officer (CAO) or designee. In these instances, employees scheduled to work on both the actual and observed holidays need only record hours worked for the holiday and approved leave. Employees that are regularly scheduled off on both the actual and observed holidays should schedule an alternate day off (Scenario 3A). MTime will perform an additional review after sign-off to apply any holiday pay adjustments.*

**Instructions on how to use the charts above:**

Step 1 – based on your employment status:

- Select Table 1 for **Full Time** employees or
- Table 2 for **Part Time** Employees

Step 2 – based on your schedule, choose the column that applies:

- Select the left column for **Holiday is on a regular scheduled work day**
- Select the right column for **Holiday fell on my scheduled day off**

Step 3 – based on your work status on the holiday choose the row that applies:

- Select the top row for **I did not work on the Holiday**
- Select the bottom row for **I worked on the Holiday**

Step 4 – within the box that applies to you, choose the scenario based on your circumstances and hold the Ctrl key and click on the scenario.

# Scenario 1

<b>For Regular Full-time Employees:</b> <b>I did not work on the Holiday -AND- Holiday is on a regular scheduled work day.</b>	
<b>Explanation</b>	When a holiday falls on a <b>regular work day, regular full-time employees will be released from attendance</b> where practical and where eligible, will receive regular pay for the holiday.
<b>MCtime Action</b>	No action is necessary in MCtime. The holiday should automatically appear on the employee's timecard.
<b>Result</b>	MCtime will automatically credit the employee with <b>HOL – Holiday Leave</b> based upon the total number of regular hours scheduled for the day.

## Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked				8.0	8.0	8.0	8.0		32.0
	President's Day			8.0						8.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
<a href="#">Top</a>										
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
<a href="#">Top</a>										

## Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	HOL - Holiday Leave		8.0
	Regular		72.0
	Total Hrs Towards Schedule		80.0
Pay Code Summary			
	Pay Code	Money	Hours
	HOL - Holiday Leave		8.0
	Regular		72.0
<b>Totals</b>		<b>0.00</b>	<b>80.0</b>

[Back to Top](#)

## Scenario 2

For Regular Full-time Employees: I worked on the Holiday -AND- Holiday is on a regular scheduled work day.	
<b>Explanation</b>	An employee is <b>required to work on the holiday</b> .
<b>MCtime Action</b>	Record the actual hours worked for the day as <b>Hours Worked</b> .
<b>Result</b>	<ul style="list-style-type: none"> <li>Holiday leave hours will be reduced by the actual number of hours worked and eligible employee will receive <b>Regular pay</b> and <b>HP1 – Holiday Premium Pay at 1.5</b>.</li> <li>Overtime or compensatory leave will be calculated for any overtime hours worked on the holiday</li> </ul> <p><i>Note: Please review MCGEO contract and refer to Job Aid: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>. MLS employees are not eligible for holiday premium pay or overtime for hours worked on a holiday.</i></p>

## Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked			8.0						8.0
	Hours Worked				8.0	8.0	8.0	8.0		32.0
	President's Day			0.0						0.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	<b>40.0</b>
<a href="#">Top</a>										
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	<b>40.0</b>
<a href="#">Top</a>										

## Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	HP1 - Holiday Premium Pay at 1.5		8.0
	Regular		80.0
	Total Hrs Towards Schedule		80.0
Pay Code Summary			
Pay Code	Money	Hours	
	HP1 - Holiday Premium Pay at 1.5		8.0
	Regular		80.0
<b>Totals</b>		<b>0.00</b>	<b>88.0</b>

[Back to Top](#)

Note: there are three options for this Scenario 3 (Scenario 3A, 3B & 3C)

## Scenario 3A

For Regular Full-time Employees: I did not work on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	A holiday falls on an employee's scheduled day off a department director should assign the employee an alternate day off within the same pay period.
<b>Mctime Action</b>	Employee should record the alternate day off in the same pay period by using the pay code <b>HOL – Holiday Leave</b> .
<b>Result</b>	Mctime will apply the proper Holiday Leave compensation automatically for that employee for the alternate day off.

### Timecard (Note: in the example below, the employee works a Compressed Schedule)

Add Row	Pay Code	Transfer	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Total
	Hours Worked				9.0	9.0	9.0			27.0
	HOL - Holiday Leave			9.0						9.0
	President's Day		0.0							0.0
			0.0	9.0	9.0	9.0	9.0	0.0	0.0	36.0
Top										
Add Row	Pay Code	Transfer	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Sun 2/28	Total
	Hours Worked		8.0	9.0	9.0	9.0	9.0			44.0
			8.0	9.0	9.0	9.0	9.0	0.0	0.0	44.0
Top										

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
			9.0
	Regular		71.0
	Total Hrs Towards Schedule		80.0
Pay Code Summary			
	Pay Code	Money	Hours
			9.0
	Regular		71.0
<b>Totals</b>		0.00	80.0

[Back to Top](#)

## Scenario 3B

For Regular Full-time Employees: I did not work on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	Instead of an alternate day off, the department director may offer the employee an equivalent amount of compensatory time as the holiday benefit.
<b>MCtime Action</b>	An equivalent amount of compensatory leave should be entered by the employee using the pay code <b>CLH – Comp Lv Earned for Holiday</b> . This entry should display on the observed holiday.  <i>Note: MLS employees are not eligible for Compensatory Leave</i>
<b>Result</b>	MCtime will credit the employee with the amount of compensatory leave earned entered by the employee. Generally, the comp leave will be available for use in future pay periods and will not be available for use in the current pay period if the employee's comp leave balance prior to this entry was less than a full day.

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
	CLH - Comp Lv Earned for Holiday			8.0						8.0
	President's Day			0.0						0.0
			0.0	8.0	8.0	8.0	8.0	8.0	8.0	48.0
										<a href="#">Top</a>
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
			0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
										<a href="#">Top</a>

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
			8.0
	Regular		80.0
	Total Hrs Towards Schedule		80.0
Pay Code Summary			
Pay Code	Money	Hours	
		8.0	
Regular		80.0	
<b>Totals</b>	<b>0.00</b>	<b>88.0</b>	

[Back to Top](#)

## Scenario 3C

For Regular Full-time Employees: I did not work on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	The department director may offer the employee pay as the holiday benefit <b>ONLY</b> if the department director would have to pay overtime to another employee to replace the employee if the employee took an alternate day off.
<b>MCtime Action</b>	An equivalent amount of hours should be entered by the manager or supervisor using the pay code <b>HDP – Holiday Pay</b> . <i>Note: MLS employees are not eligible for Holiday Pay.</i>
<b>Result</b>	The employee will receive Holiday Pay for the holiday in lieu of a day off from work.

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked			0.0	8.0	8.0	8.0	8.0	8.0	40.0
	HDP - Holiday Pay			8.0						8.0
	President's Day			0.0						0.0
			0.0	8.0	8.0	8.0	8.0	8.0	8.0	48.0
<a href="#">Top</a>										
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
			0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
<a href="#">Top</a>										

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	HDP - Holiday Pay		8.0
	Regular		80.0
	Total Hrs Towards Schedule		80.0
Pay Code Summary			
Pay Code	Money	Hours	
HDP - Holiday Pay		8.0	
Regular		80.0	
<b>Totals</b>	<b>0.00</b>	<b>88.0</b>	

[Back to Top](#)

Note: there are three options for this Scenario 4 (Scenario 4A, 4B & 4C)

## Scenario 4A

For Regular Full-time Employees: I worked on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	A holiday falls on an employee's scheduled day off & the employee was required to work, the department director should assign the employee an alternate day off within the same pay period.
<b>Mctime Action</b>	The employee should record – <ol style="list-style-type: none"> <li><b>Hours Worked</b> for all hours worked on the holiday</li> <li>Record the alternate day off by using the pay code <b>HOL – Holiday Leave</b>, limited to the total number of hours normally scheduled to work in a day, i.e. 8, 9 or 10.</li> </ol>
<b>Result</b>	The employee will receive: <ul style="list-style-type: none"> <li><b>HP2 - Holiday Premium Pay at 2.0</b> calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours)</li> <li><b>Holiday Leave</b> as entered for the alternate day off in the pay period.</li> <li><b>Overtime pay</b> or compensatory leave earned for any hours worked in excess of the normal work day.</li> </ul> <p>Note: Please review MCGEO contract and refer to Job Aid: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>. <i>MLS employees are not eligible for Holiday Premium Pay.</i></p>

**Timecard** (Note: in the example below, the employee works a 4/10 schedule. Monday, 9/6 is the employee's regular day off.)

Add Row	Pay Code	Transfer	Sun 8/29	Mon 8/30	Tue 8/31	Wed 9/01	Thu 9/02	Fri 9/03	Sat 9/04	Total
	Hours Worked				10.0	10.0	10.0			30.0
	HOL - Holiday Leave							10.0		10.0
			0.0	0.0	10.0	10.0	10.0	10.0	0.0	40.0
Top										
Add Row	Pay Code	Transfer	Sun 9/05	Mon 9/06	Tue 9/07	Wed 9/08	Thu 9/09	Fri 9/10	Sat 9/11	Total
	Hours Worked			10.0						10.0
	Hours Worked				10.0	10.0	10.0	10.0		40.0
	Labor Day			0.0						0.0
			0.0	10.0	10.0	10.0	10.0	10.0	0.0	50.0

## Totals Summary Report

Pay Code Summary				
	Pay Code	Money	Hours	Wages
	HOL - Holiday Leave		10.0	429.91
	HP2 - Holiday Premium Pay at 2.0		10.0	859.82
	Regular		70.0	3,009.37
<b>Totals</b>		<b>0.00</b>	<b>90.0</b>	<b>4,299.10</b>

[Back to Top](#)

## Scenario 4B

For Regular Full-time Employees: I worked on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	A holiday falls on an employee's scheduled day off & the employee was required to work. In lieu of another day off in the pay period, the department director may offer the employee an equivalent amount of compensatory time as the holiday benefit.
<b>MCtime Action</b>	The employee should record – <ol style="list-style-type: none"> <li><b>Hours Worked</b> for all hours worked on the holiday</li> <li>Compensatory leave using the pay code <b>CLH – Comp Lv Earned for Holiday</b>. Limited to the total number of hours normally scheduled to work in a day, i.e. 8, 9 or 10.</li> </ol>
<b>Result</b>	<p>The employee will receive:</p> <ul style="list-style-type: none"> <li><b>HP2 - Holiday Premium Pay at 2.0</b> calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours).</li> <li>Compensatory leave earned (<b>CLH</b>) as entered by the employee. The comp leave will not be added to the employee's comp leave balance until the next pay period and will not be available for use in the current pay period if the employee's comp leave balance prior to this entry was less than a full day.</li> <li><b>Overtime pay</b> or compensatory leave earned for any hours worked in excess of the normal work day.</li> </ul> <p><i>Note: Please review MCGEO contract and refer to Job Aid: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>. MLS employees are not eligible for Holiday Premium Pay or Compensatory Leave</i></p>

### Timecard (Note: in the example below, the employee works a Compressed Schedule)

Pay Code	Transfer	Mon 9/06	Tue 9/07	Wed 9/08	Thu 9/09	Fri 9/10	Sat 9/11	Sun 9/12	Total
Hours Worked		9.0							9.0
Hours Worked			9.0	9.0	9.0	9.0			36.0
CLH - Comp Lv Earned for Holiday		9.0							9.0
Labor Day		0.0							0.0
		18.0	9.0	9.0	9.0	9.0	0.0	0.0	54.0

### Totals Summary Report

Pay Code Summary			
	Pay Code	Money	Hours
	CLH - Comp Lv Earned for Holiday		9.0
	HP2 - Holiday Premium Pay at 2.0		9.0
	Regular		80.0
<b>Totals</b>		<b>0.00</b>	<b>98.0</b>

[Back to Top](#)



## Scenario 4C

For Regular Full-time Employees: I worked on the Holiday -AND- Holiday fell on my scheduled day off.	
<b>Explanation</b>	A holiday falls on an employee's scheduled day off & the employee was required to work. The department director may offer the employee pay as the holiday benefit <b>ONLY if the department director would have to pay overtime to another employee to replace the employee if the employee took an alternate day off.</b>
<b>M/Time Action</b>	The employee should record – <ol style="list-style-type: none"> <li><b>Hours Worked</b> for all hours worked on the holiday</li> </ol> The supervisor must record – <ol style="list-style-type: none"> <li><b>HDP – Holiday Pay</b> limited to the total number of hours normally scheduled to work in a day, i.e. 8, 9 or 10.</li> </ol>
<b>Result</b>	The employee will receive: <ul style="list-style-type: none"> <li><b>HP2 - Holiday Premium Pay at 2.0</b> calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours).</li> <li><b>Holiday Pay</b> as entered by the supervisor. Holiday Pay is calculated at 1 times the normal pay rate for the hours worked in a normal day</li> <li><b>Overtime pay</b> or compensatory leave earned for any hours worked in excess of the normal work day.</li> </ul> <p><i>Note: Please review MCGEO contract and refer to Job Aid: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>. MLS employees are not eligible for holiday premium pay or overtime for hours worked on a holiday.</i></p>

### Timecard (Note: in the example below, the employee works a Compressed Schedule)

Pay Code	Transfer	Mon 8/30	Tue 8/31	Wed 9/01	Thu 9/02	Fri 9/03	Sat 9/04	Sun 9/05	Total
Hours Worked		8.0	9.0	9.0	9.0	9.0			44.0
		8.0	9.0	9.0	9.0	9.0	0.0	0.0	44.0
Top									
Pay Code	Transfer	Mon 9/06	Tue 9/07	Wed 9/08	Thu 9/09	Fri 9/10	Sat 9/11	Sun 9/12	Total
Hours Worked		9.0							9.0
Hours Worked			9.0	9.0	9.0	9.0			36.0
HDP - Holiday Pay		9.0							9.0
Labor Day		0.0							0.0
		18.0	9.0	9.0	9.0	9.0	0.0	0.0	54.0

### Totals Summary Report

Pay Code Summary			
	Pay Code	Money	Hours
	HDP - Holiday Pay		9.0
	HP2 - Holiday Premium Pay at 2.0		9.0
	Regular		80.0
<b>Totals</b>		<b>0.00</b>	<b>98.0</b>

[Back to Top](#)

## Scenario 5

For Regular Part-time Employees: I did not work on the Holiday -AND- Holiday is on a regular scheduled work day.	
<b>Explanation</b>	When a holiday falls on a <b>regular work day</b> , <b>regular part-time employees will be released from attendance</b> where practical and where eligible, will receive regular pay for the holiday.
<b>Mctime Action</b>	No action is necessary in Mctime.
<b>Result</b>	<ul style="list-style-type: none"> <li>The holiday benefit will display as <b>HOL – Holiday Leave</b>.</li> <li>The pro-rated holiday benefit is automatically added to the employee’s timecard in Mctime and is based upon the scheduled hours in Mctime for the pay period that includes the holiday.</li> </ul> <p><i>Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday.</i></p>

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked				4.0	4.0	4.0	4.0		16.0
	HOL - Holiday Leave			4.0						4.0
	President's Day			0.0						0.0
			0.0	4.0	4.0	4.0	4.0	4.0	0.0	<b>20.0</b>
Top										
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked			4.0	4.0	4.0	4.0	4.0		20.0
			0.0	4.0	4.0	4.0	4.0	4.0	0.0	<b>20.0</b>
Top										

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	HOL - Holiday Leave		4.0
	Regular		36.0
	Total Hrs Towards Schedule		40.0
Pay Code Summary			
Pay Code	Money	Hours	
HOL - Holiday Leave		4.0	
Regular		36.0	
<b>Totals</b>	<b>0.00</b>	<b>40.0</b>	

[Back to Top](#)

## Scenario 6

For Regular Part-time Employees: I worked on the Holiday -AND- Holiday is on a regular scheduled work day.	
<b>Explanation</b>	An employee is <b>required to work on the holiday</b> .
<b>MCtime Action</b>	Record the actual hours worked for the day as <b>Hours Worked</b> .
<b>Result</b>	MCtime will automatically calculate the appropriate regular pay and holiday premium pay; however, this calculation is not performed and reflected in the timecard totals in MCtime until after noon on the Monday following the close of the pay period that includes the holiday.  <i>Please review MCGEO contract and refer to Job Aid: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>.</i>

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked			8.0	8.0		8.0	8.0		32.0
	HP1 - Holiday Premium Pay at 1.5			6.4						6.4
	President's Day			0.0						0.0
			0.0	14.4	8.0	0.0	8.0	8.0	0.0	38.4
										<a href="#">Top</a>
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked			8.0	8.0		8.0	8.0		32.0
			0.0	8.0	8.0	0.0	8.0	8.0	0.0	32.0
										<a href="#">Top</a>

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	HP1 - Holiday Premium Pay at 1.5		6.4
	Regular		64.0
	Total Hrs Towards Schedule		64.0
Pay Code Summary			
	Pay Code	Money	Hours
	HP1 - Holiday Premium Pay at 1.5		6.4
	Regular		64.0
<b>Totals</b>		<b>0.00</b>	<b>70.4</b>

[Back to Top](#)

## Scenario 7

For Regular Part-time Employees: I did not work on the Holiday -AND- Holiday is on my scheduled day off.	
<b>Explanation</b>	When a holiday falls on a <b>regular work day, regular part-time employees will be released from attendance</b> where practical and where eligible, will receive regular pay for the holiday.
<b>MCtime Action</b>	No action is necessary in MCtime.
<b>Result</b>	<ul style="list-style-type: none"> <li>The pro-rated holiday benefit is automatically added to the employee's timecard in MCtime for all part-time employees and is based upon the scheduled hours in MCtime for the pay period that includes the holiday.</li> <li>The holiday benefit will display as <b>CLH – Comp Lv Earned for Holiday</b> when the holiday falls on a part-time employee's regular day off.</li> </ul> <p><i>Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday.</i></p>

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked				5.0	5.0	5.0	5.0		20.0
	CLH - Comp Lv Earned for Holiday			4.0						4.0
	President's Day			0.0						0.0
			0.0	4.0	5.0	5.0	5.0	5.0	0.0	24.0
										Top
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked				5.0	5.0	5.0	5.0		20.0
			0.0	0.0	5.0	5.0	5.0	5.0	0.0	20.0
										Top

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	CLH - Comp Lv Earned for Holiday		4.0
	Regular		40.0
	Total Hrs Towards Schedule		40.0
Pay Code Summary			
Pay Code	Money	Hours	
CLH - Comp Lv Earned for Holiday		4.0	
Regular		40.0	
<b>Totals</b>	<b>0.00</b>	<b>44.0</b>	

[Back to Top](#)

## Scenario 8

<b>For Regular Part-time Employees:</b> <b>I worked on the Holiday -AND- Holiday is on my scheduled day off.</b>	
<b>Explanation</b>	An employee is <b>required to work on the holiday</b> .
<b>MCtime Action</b>	Record the actual hours worked for the day as <b>Hours Worked</b> .
<b>Result</b>	MCtime will automatically calculate the appropriate regular pay and holiday premium pay;  <i>Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday. Edits to Scenario 2 note.</i>

### Timecard

Add Row	Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
	Hours Worked			4.0	8.0	8.0	8.0			28.0
	CLH - Comp Lv Earned for Holiday			4.8						4.8
	CLH - Comp Lv Earned for Holiday			-4.0						-4.0
	HP2 - Holiday Premium Pay at 2.0			4.0						4.0
	President's Day			0.0						0.0
			0.0	8.8	8.0	8.0	8.0	0.0	0.0	32.8
										<a href="#">Top</a>
Add Row	Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
	Hours Worked				8.0	8.0	8.0			24.0
			0.0	0.0	8.0	8.0	8.0	0.0	0.0	24.0
										<a href="#">Top</a>

### Totals Summary Report

Account Summary			
Account	Pay Code	Money	Hours
	CLH - Comp Lv Earned for Holiday		0.8
	HP2 - Holiday Premium Pay at 2.0		4.0
	Regular		48.0
	Total Hrs Towards Schedule		48.0
Pay Code Summary			
	Pay Code	Money	Hours
	Regular		48.0
	CLH - Comp Lv Earned for Holiday		0.8
	HP2 - Holiday Premium Pay at 2.0		4.0
<b>Totals</b>		<b>0.00</b>	<b>52.8</b>

[Back to Top](#)