

Coding Time over the Holidays 2024

Statutory Holidays:

December 25, Wednesday – Christmas Day
 December 26, Thursday – Boxing Day
 January 1, Wednesday – New Year’s Day

University Floater Days:

December 27, Friday – Floater Day
 December 30, Monday – Floater Day
 December 31, Tuesday – Floater Day

Scenario	Hourly employees	Full time salaried employees	Part time salaried employees
1. <u>Scheduled</u> to work and <u>do</u> work	Code: <ul style="list-style-type: none"> HOT ~ for all hours up to the job code standard* HOT2 ~ for all hours greater than the job code standard* <p>These codes will generate overtime rules.</p>	Code OT or CTO ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules.	Code ART or ARC ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules.
2. <u>Scheduled</u> to work and <u>do not</u> work	N/A	No coding required	**No coding required
3. <u>Not scheduled</u> to work and <u>do</u> work	Code: <ul style="list-style-type: none"> HOT ~ for all hours up to the job code standard* HOT2 ~ for all hours greater than the job code standard* <p>These codes will generate overtime rules.</p>	Code: <ul style="list-style-type: none"> OT or CTO ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules, plus OTL or CTL ~ Overtime or Comp Time in Lieu 	Code ART or ARC ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules.
4. <u>Not scheduled</u> to work and <u>do not</u> work	N/A	Code OTL or CTL ~ Overtime or Comp Time in Lieu	**No coding required
Notes:	*When coding hourly time on ALL Holidays listed above; if the job standard hours are 7 hrs/day and 8 hours are worked, code 7 hours as HOT which will calculate at a rate of 1.5 and, code the other 1 hour as HOT2 which will calculate at 2.0 times the hourly rate.	Employees working compressed schedules and their compressed day falls on a paid holiday (or a day designated by the Board as a paid holiday) that employee shall be granted a mutually agreed upon day off with pay at the employee’s regular rate of pay.	** Part Time employees are paid 5% in lieu of paid holidays on every pay. If they do not work on a paid holiday they do not receive pay. A claw back will apply to hours scheduled for the above listed STATUTORY Holidays, but not for the Floater Days.

Please note that Letters of Understanding in the Collective Agreement may supersede the information above.