

## PAL HOLIDAY PAY ENTRIES (Non-SEIU and Excluded Employees)

G.C. 19853(c) provides that all excluded employees and represented employees in Bargaining Units 2, 9, 10, 12 and 13 who work on a holiday are entitled to receive straight-time pay for actual hours worked and eight (8)\* hours of holiday credit which is included as part of the employee's regular pay warrant. \*When the holiday falls on the employee's regular scheduled day to work, the holiday credit included in the employee's pay warrant is expended regardless of the hours worked.

Due to compensable differences between holiday pay and overtime, holiday pay is not reflected on the PAL timesheet. Hours worked on a holiday are extracted from PAL and manually keyed by your OHR PTU Specialist.

### Holiday – Employee Works (Except Saturday Holidays)

SCHEDULED DAY TO WORK	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10

SCHEDULED DAY TO WORK (Employee works 6 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	6	6	6	6
	HOL		2	2	2	2
	TE-USED		---	---	1	2

SCHEDULED DAY TO WORK (Employee works 12 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10
	*OTD/E/N or CT07	4	4	3	2	

REGULAR DAY OFF (RDO)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		*OTD/E/N or CT07	8	8	9	10
	HC-EARN		8	8	8	8
	RDO		---	4	---	---

OVERTIME COMPENSATION WWG 2 Employees Only	<p>Straight time hours <u>physically</u> worked in excess of the 40 hour work week are subject to overtime provisions and shall be compensated at time and one half.</p> <p>*When the employee uses Furlough hours, Holiday, Dock or any paid Leave in the scheduled work week, PAL expenditure OTS or CT06 shall be used for the number of OT hours up to, or equal to, the combined total of Furlough, Dock and/or paid leave.</p>
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## PAL HOLIDAY PAY ENTRIES (SEIU Employees)

SEIU employees in R01, R04, R11, R14 and R15 are compensated consistent with the holiday section of the appropriate SEIU BU agreement which allows for eight (8) hours of holiday credit and one and one-half the hourly rate for all hours worked on the holiday.

Due to compensable differences between holiday pay and overtime, holiday pay is not reflected on the PAL timesheet. Hours worked on a holiday are extracted from PAL and manually keyed by your OHR PTU Specialist.

### Holiday – Employee Works (Except Saturday Holidays)

SCHEDULED DAY TO WORK	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10
	HC-EARN	8	8	8	8	

SCHEDULED DAY TO WORK (Employee works 6 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	6	6	6	6
		HOL	2	2	2	2
		HC-EARN	6	6	6	6
	TE-USED		---	---	1	2

SCHEDULED DAY TO WORK (Employee works 12 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10
		*OTD/E/N or CT07	4	4	3	2
	HC-EARN	8	8	8	8	

REGULAR DAY OFF (RDO)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		*OTD/E/N or CT07	8	8	---	10
		HC-EARN	8	8	---	8
	RDO		---	4	---	---

OVERTIME COMPENSATION WWG 2 Employees Only	<p>Straight time hours <u>physically</u> worked in excess of the 40 hour work week are subject to overtime provisions and shall be compensated at time and one half.</p> <p>*When the employee uses Furlough hours, Holiday, Dock or any paid Leave in the scheduled work week, PAL expenditure OTS or CT06 shall be used for the number of OT hours up to, or equal to, the combined total of Furlough, Dock and/or paid leave.</p>
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## PAL HOLIDAY PAY ENTRIES (Saturday Holidays – ALL Employees)

Employees that work on Saturday holidays shall post their time in accordance with holidays on the preceding pages except they will not report HC-EARN. The State Controllers Office posts Saturday holiday credits directly into their leave accounting system automatically. Because of this, PAL was coded to prevent employees from entering HC-EARN on Saturdays.

### Saturday Holiday – Employee Works

SCHEDULED DAY TO WORK	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10
HC-EARN		No Entry – Posted automatically by SCO				

SCHEDULED DAY TO WORK (Employee works 6 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	6	6	6	6
	TH-USE	2	2	2	2	
HC-EARN		No Entry – Posted automatically by SCO				
	TE-USED	---	---	1	2	

SCHEDULED DAY TO WORK (Employee works 12 Hours)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		STD/E/N	8	8	9	10
	*OTD/E/N or CT07	4	4	3	2	
HC-EARN		No Entry – Posted automatically by SCO				

REGULAR DAY OFF (RDO)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
		*OTD/E/N or CT07	8	8	9	10
HC-EARN		No Entry – Posted automatically by SCO				

OVERTIME COMPENSATION WWG 2 Employees Only	<p>Straight time hours <u>physically</u> worked in excess of the 40 hour work week are subject to overtime provisions and shall be compensated at time and one half.</p> <p>*When the employee uses Furlough hours, Dock or any paid Leave in the scheduled work week, PAL expenditure OTS or CT06 shall be used for the number of OT hours up to, or equal to, the combined total of Furlough, Dock and/or paid leave.</p>
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**Holiday – Observed**  
(Except Saturday Holidays)

With the exception of Saturday Holidays, employees absent from work as a result of observing an official state holiday will use the PAL global leave alias 'HOL'.

SCHEDULED DAY TO WORK	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
	HOL		8	8	8	8
TE-USE				1	2	

REGULAR DAY OFF (RDO)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
	HC-EARN		8	8	8	8
RDO			4			

**Saturday Holiday – Observed**

State Controller's Office automatically posts the Saturday Holiday credit for full and part time employees. Therefore, when an employee's work schedule encompasses a Saturday and he/she observes the Saturday Holiday, the employee will use PAL global leave alias 'TH-USE' to expend the Saturday Holiday credit.

SCHEDULED DAY TO WORK	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
	HC-EARN		No Entry – Posted automatically by SCO			
TH-USE		8	8	8	8	
TE-USE				1	2	

REGULAR DAY OFF (RDO)	PAL		Work Schedule			
	Alias	Expenditure	5/8/40	9/8/80 (8 Hr Day)	9/8/80 (9 Hr Day)	4/10/40
	HC-EARN		No Entry – Posted automatically by SCO			
RDO			4			