

## **Holiday Guidance for Transit Supervisors For use when Editing Timecards for Bus Operators**

The following guidance is provided to Transit Supervisors for use in recording hours for Bus Operators in MTime on County recognized holidays. **Important note:** action required by Transit Supervisors is based upon several factors including whether the employee actually worked on the holiday or enjoyed a day off.

Temporary Employees are not entitled to a Holiday benefit.

- **Bus Operators normally scheduled to work the holiday that do work**

Bus Operators that actually work on the holiday will receive Regular pay and HP1– Holiday Premium Pay at 1.5 for hours worked up to 8 hours or 10 hours (based on regular work schedule). All shift differentials and overtime will be calculated automatically.

**Action required by Transit Supervisor** – Verify that Holiday Pay has been correctly calculated and recorded by MTime on the line that displays the holiday. If the employee is not entitled to holiday premium pay please refer to the job aid titled “Editing Holiday Premium Pay for an Unscheduled Absence”.

- **Bus Operators normally scheduled to work the holiday that do not work**

Employees that are scheduled to work on the holiday that do not work will receive Holiday Leave for the regular hours that they would normally be scheduled to work (8 or 10 hours depending upon their schedule). Holiday Leave should automatically populate the timecard. Scheduled hours must be reflected in the employee’s schedule that imports from Trapeze into MTime in order for the Holiday Leave to display.

Holiday Leave will be reflected as Regular pay on the employee’s pay stub.

**Action required by Transit Supervisor** – Verify that Holiday Leave has been correctly calculated and recorded by MTime on the line that displays the holiday. The holiday row is a field that cannot be edited. If necessary, HOL – Holiday Leave may be added by inserting a new row into the timecard.

- **Bus Operators not scheduled to work on the holiday that do not work**

Employees that are normally scheduled to be off on the holiday and who do not work are eligible to receive compensatory leave as their holiday benefit. Hours of Compensatory leave equivalent to the employee’s normal workday (8 hours or 10 hours) should be recorded for the holiday.

**Action required by Transit Supervisor** – Verify that CLH – Comp Lv Earned for Holiday has been correctly transferred from Trapeze and recorded by MTime on the line that displays the holiday. If necessary, CLH – Comp Lv Earned for Holiday may be added by inserting a new row into the timecard.