

Part-time employees – Special Considerations

A part-time position: A career position, including a term position that: requires employment for 20 to 39 regularly scheduled hours per week on a continuing year-round, or school year basis: or is specially designated by the Chief Administrative Officer and requires regular employment for 10 to 20 hours per week on a continuing year-round or school year basis and approved by the Merit System Protection Board.

How are pro-rated Personal Days applied for a part-time employee?

See the part-time employees section, specific to part-time employees, in [Personal Day Usage](#).

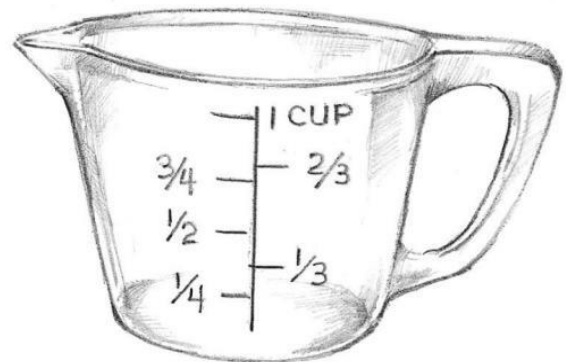
How are pro-rated holiday benefits and Personal Days calculated?

The following formula is used:
$$\frac{\text{Hours scheduled to work in the pay period in which the holiday falls}}{10 \text{ hours}} = \text{Prorated benefit}$$

How are pro-rated Holidays applied for a part-time employee?

Mctime will do all the necessary calculations for a part-time employee, providing that the part-time employee's default schedule in Mctime is accurate.

See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#) The Mctime application computes the holiday benefit according to this timeline:



Step 1 – Prior to the pay period in which a holiday occurs, manager reviews part-time employee's schedule for accuracy. If inaccurate, a new [Schedule Change Request Form](#) can be submitted or the manager may follow [Managing Schedules](#) to make an ad-hoc (one pay period) change to the schedule.

Step 2 –On the first Monday of the pay period that contains the holiday, the Mctime application automatically populates, based on the employee's schedule, the holiday benefit assignment. If the employee would normally be scheduled to work on the holiday, pro-rated, HOL – Holiday Leave is assigned. If the employee would normally not be scheduled on the day of the holiday, CLH – Comp Leave Earned for the Holiday is assigned. Neither the employee nor the manager should adjust the assigned holiday credit, if the schedule is accurate.

Step 3 –On the employee's last day worked in the pay period (or the day after the holiday) the employee should indicate if the employee worked on the holiday, by only recording "Hours Worked." Again - Neither the employee nor the manager should adjust the assigned holiday credit, if the schedule was accurate and the employee did not work on the holiday.

Step 4 –On the Monday following the end of the pay period that contains the holiday, the Mctime application second part-time holiday process runs and automatically re-evaluates the holiday benefit, based on if the employee worked, and assigns the appropriate Prorated Holiday Premium Pay. Monday before employee approval deadline, employee may elect to add additional leave to the day or request that the manager perform a [Pay Code Move](#).

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How is the Maximum Leave Year Family Sick Leave Limit Calculated?

Family Sick Leave may not be used within a leave year for a period more than the amount of sick leave earned in any calendar year, except an employee may request a waiver of this limitation from the Chief Administrative Officer or designee. Based on a full-time schedule of 80 hours, part-time pro-rated amounts are shown in the Chart above.

Pay Period Hours	Full-time equivalent	Holiday Credit	Personal Day	Family Sick Leave Limit per leave year
80	FTE =1	8 hours day for an 8-hour/day schedule	8 hours day for an 8-hour/day schedule	120 hours
70	FTE =0.875	7 hours	7 hours	105 hours
64	FTE=0.8	6.4 hour	6.4 hour	96 hours
60	FTE =0.75	6 hours	6 hours	90 hours
50	FTE =0.625	5 hours	5 hours	75 hours
40	FTE = 0.50	4 hours	4 hours	60 hours

Is Administrative Leave - Bereavement pro-rated?

A part-time employee may be granted paid leave for a maximum of 3 work days, in the event of a death in the immediate family member (see regs for authorized family members). Per the MCGEO CBA, and under Section 21-2 of the [MCPR](#) the three (3) work days granted under this section must be used within fifteen (15) days of the death.

Questions about timekeeping?

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