

Holiday Pay - 1199C employees:

1199C Employees Works the Holiday- 1199C employees per their CBA have two options if the employee works the holiday:

1. Move the holiday hours to their ETO bank. This is done by the 1199c employee requesting the paycode 'ETO in lieu of holiday' via the Automated time off request.
2. Holiday pay in lieu. The system will automatically pay the in lieu once the employee clocks in and out. (Please note the in-lieu paycode does not calculate towards OT.)

1199C Employee does not generally work on the day the holiday falls

1. Employee can use the holiday 30 days in advance of the Holiday- you should see the holiday loaded 30 days ahead as long as the employee is not normally scheduled to work on the day the holiday falls.
2. Employee can use the holiday 30 days after by using the pay code 'Banked Holiday taken'

To ensure your employee is paid correctly you need to ensure the MyTime schedule is reflecting the employee schedule for that pay period.

- If your employee is scheduled to work on the day the holiday falls, please add what they would generally work to the MyTime schedule, this will add the holiday hours to the timesheet.
- If the employee is scheduled to work on the holiday, add the schedule to MyTime to ensure the system will pay the premium pay, as well as pay the hours in lieu once the employee clocks in and out.
- The employees who wants to move their holiday to ETO-should use the automated Time off request process.
 - The manager approves the time off request,
 - The paycode 'ETO in lieu of holiday' will be added to the timesheet.