

Division of School Plant Operations
 Holiday Time and Attendance Reporting Grid
 For ICB Building Service Worker
 December 21, 2006

EXAMPLES OF ICB BUILDING SERVICE WORKER HOLIDAY PAY

SITUATION	Week One							Week Two						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Normal Work Week	8 REG	8 REG					4 REG	8 REG	8 REG					4 REG
Monday holiday occurs during 2 nd week of pay period. Employee takes off Friday for the holiday.	8 REG	8 REG					4 REG	8 REG	8 REG	4 HOL				
Monday holiday occurs during 1 st week. Supervisor schedules employee to work the Friday following the holiday.	8 REG	8 REG	4 HRR				4 REG	8 REG	8 REG					4 REG
Tuesday holiday occurs during 1 st week. Supervisor schedules employee to work 8 hours on the holiday and the Friday after the holiday.	8 REG	8 REG		4 HRR 8 WOH			4 REG	8 REG	8 REG					4 REG
Tuesday holiday occurs during 1 st week. Supervisor schedules employee to work 5 hours on the holiday and takes off Friday following the holiday.	8 REG	8 REG		4 HOL 5 WOH				8 REG	8 REG					4 REG
Two holidays occur in a row during the 2 nd week for Thanksgiving. Employee takes the 1 st and 2 nd Friday in the pay period off for the holiday.	8 REG	8 REG						8 REG	8 REG				4 HOL	4 HOL
Two holidays occur in a row during the 2 nd week for Thanksgiving. Supervisor schedules employee to work the 1 st and 2 nd Friday of the pay period.	8 REG	8 REG					4 REG	8 REG	8 REG				4 HRR	4 HOL 4 WOH

*Employees are entitled to 1/10th of their biweekly scheduled hours as holiday pay for all MCPS designated holidays.

*The code HRR is used instead of HOL on the holiday when a supervisor must schedule an employee to work the Friday following the holiday.