

Exempt Employees Working on a Holiday

There may be some situations where an exempt employee is required to work on a holiday. When this occurs the employee should simply record the hours worked in Kronos under the Hours Worked pay code.

[CSA Rule 9-101](#) states, “Shall be given straight time holiday compensatory time off for the holiday in addition to pay for the time worked. At the discretion of the appointing authority, straight time pay may be substituted for the holiday compensatory time. Holiday compensatory time may be taken at any time mutually convenient to the employee and the appointing authority. However, all accrued holiday compensatory time shall be used by March 31st of each calendar year or paid out in cash by the final pay period of April of that year. (Revised effective January 1, 2010; Rules Revision Memo 42C)”

Based on this information the manager of the employee is required to submit a Kronos Change Form requesting that the hours worked on the holiday be reclassified to Comp Time Earned 1.1 or as Holiday Worked Exempt to be paid at the straight time rate. **Be aware that in all cases of an exempt employee earning comp time or overtime pay the employee must show all hours worked on their timecard.** Remember that exempt employees working a 9/80 schedule should show one additional hour on the holiday (hours worked, vacation or personal holiday), unless the holiday is their 8-hour day.

If the time is accrued as Comp Time Earned 1.1 the employee would request to use the comp time via the Time Off Request within Kronos. Please refer to the reference guide for requesting time off for instructions on how to do this. If the comp time is not used by the next March 31st, it will be paid out to the employee in April, per the CSA rule.