

TYPES OF PAID LEAVES & HOLIDAY PAY SCENARIOS

Application of 2003-2005 Tentative Agreement on Holidays, Paragraph B. 3.
HGEA BU 2, 3, 4, and 13

PAID LEAVES

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|----------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Vacation | 6. Military Leave with Pay |
| 2. Sick | 7. Funeral Leave |
| 3. Compensatory Time Off | 8. Jury or Witness Duty Leave |
| 4. Leave with Pay Pending Investigation of Charges | 9. Accidental Injury Leave (Paid 100% salary for 4 months; paid 60% salary from the 5 th month) |
| 5. Sabbatical Leave (Paid 50% salary) | 10. Personal Leave Charged to Sick Leave (Applicable to DOE School Food Service Managers.) |

HOLIDAY PAY SCENARIOS

Normal scheduled workdays for the following scenarios are Monday to Friday, 8 hours per day, except #7. Days off are shaded.

#1

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st						LWOP-8 hrs	
2 nd		HOLIDAY	RETURN				

Pay for holiday. EE worked "the normal scheduled workday" (Tues, 8 hours) immediately after the holiday.

#2

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st							
2 nd		HOLIDAY	LWOP-8 hrs	LWOP-8 hrs			

Pay for holiday. EE worked "the normal scheduled workday" (Fri, 8 hours) immediately before the holiday.

#3

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st					LWOP-8 hrs	LWOP-8 hrs	
2 nd		HOLIDAY	PAID LV – 4 hrs				

Pay for holiday. EE worked and was on paid leave "the normal scheduled workday" (Tues, worked 4 hours and was on 4 hours paid leave) immediately after the holiday.

#4

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st						LWOP-8 hrs	
2 nd		HOLIDAY	LWOP-8 hrs	RETURN			

No holiday pay. EE must be at work or on paid leave for 8 hours immediately before or after the holiday to be eligible for holiday pay.

#5

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st						LWOP-1 hr at end of workday	
2 nd		HOLIDAY	LWOP – 1 hr tardy. PAID LV – 7 hrs.				

No holiday pay. EE must be at work or on paid leave for 8 hours immediately before or after the holiday to be eligible for holiday pay.

#6

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st					LWOP-8hrs	LWOP-8 hrs	OT-8 hrs
2 nd		HOLIDAY	RETURN LWOP-5 hrs in the p.m.				

No holiday pay. EE must be at work or on paid leave for 8 hours immediately before or after the holiday to be eligible for holiday pay. Sat is not the EE's "normal scheduled workday."

#7

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st							LWOP-8 hrs
2 nd	LWOP-8 hrs	HOLIDAY		Observed HOLIDAY	RETURN		

Pay for holiday. EE's normal scheduled workdays are Sun and Wed to Sat; Mon and Tues are the EE's days off.. Pursuant to the cbas, if a holiday falls on the EE's day off, the holiday is observed on the first workday after the EE's day off. In this scenario, the EE will get paid for the holiday since the EE worked "the normal scheduled workday" (Thurs, 8 hours) immediately after the day the holiday was observed.

#8

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st					Accidental Injury Lv – 8 hrs	Accidental Injury Lv – 8 hrs	
2 nd		HOLIDAY	Accidental Injury Lv – 8 hrs	Accidental Injury Lv – 8 hrs	RETURN		

Pay for holiday. EE was on paid leave on the EE's "normal scheduled workday" (Fri, 8 hrs; Tues, 8 hrs) immediately before and after the holiday.