HOLIDAY PAY POLICY FOR STUDENT WORKERS

Students working in the Libraries during the summer (June 1 - August 30), and working at least 17.5 hours per week, are entitled to receive holiday pay for the July 4 Institute holiday, at their regular, straight-time rate, for the greater of:

a) the number of hours the student is regularly scheduled to work on the day on which the Institute holiday falls, or

b) one-fifth of the number of hours the student is regularly scheduled to work per week, rounded off to the nearest quarter hour.

Holiday pay does not apply to students during other Institute holidays when they are not working the equivalent of or greater than 17.5 hours per week.

Requirement for Recording Student Holiday Pay

It is the supervisor’s responsibility to record holiday pay for the student on the July 4 Institute holiday. The Student Time Sheet Entry Application does not offer students the option for entering time worked as “Holiday”; the Student Time Sheet Approver application does.