PAY POLICY FOR INSTITUTE HOLIDAYS

MIT Policy 4.1.3 Computation of Holiday Pay
Full-time and part-time employees are paid at their regular, straight-time rates for the greater of:

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

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

MIT Policy 4.1.4 Computation of Holiday Pay for Holiday Worked
Full-time and part-time employees who are required to work on a holiday are paid the premium rate of one and one-half times their regular straight-time rate for the number of hours worked on the holiday, in addition to holiday pay as determined in MIT Policy 4.1.3 above.

Policy Application for Holidays Worked and Exceeding 40 Hour Work Week

Work weeks should never exceed 40 hours per week unless advance approval has been obtained from the Libraries’ Human Resources Administrator (payroll-lib@mit.edu). Therefore, full-time employees, working 35 hours per week who are required to work on an Institute holiday must adjust their work schedules for the holiday week in order to avoid receiving overtime pay for hours exceeding 40. This pre-approval requirement also applies to library employees of units other than public service units who volunteer to work hours at public service desks during extended service hours such as finals.

Submission of overtime hours (exceeding 40 hpw or the employee’s normal work week if part-time) will not be honored if pre-approval has not been obtained.

Note: Application of this MIT policy is a change from past practice in the Libraries, where holiday pay in the case of alternative work schedules has often been recorded in addition to an employee’s full, regular work schedule, regardless of unit business needs. This practice resulted in unnecessary salary expenditures as an employee in this situation was paid for hours over and above his or her regular work week, including 2 hours premium pay. This practice will be discontinued effective immediately.

Policy Application for Library Employees with Alternative Work Schedules

In the case of established alternative work schedules, where employees are not regularly scheduled to work on the day on which the holiday falls, holiday pay should be included within the total hours of the regular work week and not in addition to the regular work week. For example, if an employee’s regularly scheduled day off within a 35 hour work week is Monday, and an Institute holiday falls on a Monday, and they are not required to work on the holiday, the employee should adjust his or her work schedule to work only 28 hours that week and record the remaining 7 hours as holiday pay. This schedule adjustment should be made in consultation with the employee’s supervisor and should be based on the business needs of the unit. This policy applies to part-time employees as well. That is, if an employee’s regularly scheduled day off within a 17.5 hour work week is Monday, and an Institute holiday falls on a Monday, and they are not required to work on the holiday, the employee should adjust his or her work schedule that week to work only the number of hours that would total 17.5 hours when combined with the holiday leave hours reported in accordance with MIT Policy 4.1.3 above.

While it is the practice of the MIT Libraries to accommodate employees’ requests for alternative work schedules when possible, the accommodation of this fringe benefit should not negatively impact the Libraries’ budget or our ability to apply pay policies fairly and equitably to all staff.

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