

### Holiday Compensation Chart for Regular Employees Who Worked on a Holiday

Employee Classification	Exempt (Salaried)	Non-Exempt (Hourly)
University Support Staff	1.5 hours earned for each hour worked (HCP) or paid at 1.5 times the hourly rate for hours worked (HDP)	1.5 hours earned for each hour worked (HCP) or paid at 1.5 times the hourly rate for hours worked (HDP)
Unclassified Professional Staff, Fiscal Year Faculty/Academic Staff	1 hour earned for each hour worked (HCC)	1.5 hours earned for each hour worked (HCP) or paid at 1.5 times the hourly rate for hours worked (HDP)
Academic Year Faculty/Academic Staff and Temporary Employees	No change in hours or pay.	If worked report as regular hours.

Earnings Codes used in the HR/Payroll system are in ( ).

University Policy is to provide holiday compensation (hours) vs. payment unless approved by budgetary hierarchy and HR/EO.

#### Related Materials

Holiday Policy

[documents.ku.edu/policies/hreo/HolidayPolicy.htm](http://documents.ku.edu/policies/hreo/HolidayPolicy.htm)

Guide to Eligibility and Reporting of Holidays

[www.hreo.ku.edu/files/documents/Holiday\\_report\\_guide.pdf](http://www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf)

Earnings Codes

[www.hreo.ku.edu/files/documents/earncodes.xls](http://www.hreo.ku.edu/files/documents/earncodes.xls)

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Page 1 of 1