

Division of School Plant Operations  
 Holiday Time and Attendance Reporting Grid  
 For ICB Building Service Worker  
 December 23, 2011

EXAMPLES OF ICB BUILDING SERVICE WORKER HOLIDAY PAY

SITUATION	Week One							Week Two						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Normal Work Week	8 REG	8 REG					4 REG	8 REG	8 REG					4 REG
Monday holiday occurs during 2nd week of pay period. Employee takes off Friday for the holiday.	8 REG	8 REG					4 REG	8 REG	8 REG	4 HOL				
Monday holiday occurs during 1st week. Supervisor schedules employee to work the Friday following the holiday.	8 REG	8 REG	4 HRR				4 REG	8 REG	8 REG					4 REG
Tuesday holiday occurs during 1st week. Supervisor schedules employee to work 8 hours on the holiday and the Friday after the holiday.	8 REG	8 REG		4 HRR 8 WOH			4 REG	8 REG	8 REG					4 REG
Tuesday holiday occurs during 1st week. Supervisor schedules employee to work 5 hours on the holiday and takes off Friday following the holiday.	8 REG	8 REG		4 HRR 5 WOH				8 REG	8 REG					4 REG
Two holidays occur in a row during the 2nd week for Thanksgiving. Employee takes the 1st and the 2nd Friday in the pay period off for the holiday.	8 REG	8 REG						8 REG	8 REG				4 HOL	4 HOL
Two holidays occur in a row during the 2nd week for Thanksgiving. Supervisor schedules employee to work the 1st and 2nd Friday of the pay period.	8 REG	8 REG					4 REG	8 REG	8 REG				4 HRR	4 HOL 4 WOH

\* Employees are entitled to 1/10th of their biweekly scheduled hours as holiday pay for all MCPS designated holidays.

\* The code HRR is used instead of HOL on the holiday when a supervisor must schedule an employee to work the Friday following the holiday.