# Coding Time over the Holidays 2020

**Statutory Holidays:**
- December 25, Friday – Christmas Day
- December 28, Monday – In Lieu of Boxing Day
- January 1, Friday – New Year’s Day

**University Floater Days:**
- December 29, Tuesday – Floater Day
- December 30, Wednesday – Floater Day
- December 31, Thursday – Floater Day

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Hourly employees</th>
<th>Full time salaried employees</th>
<th>Part time salaried employees</th>
</tr>
</thead>
</table>
| 1. **Scheduled to work and do work** | Code:  
- **HOT** ~ for all hours up to the job code standard*
- **HOT2** ~ for all hours greater than the job code standard*  
These codes will generate overtime rules. | Code **OT** or **CTO** ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules. | Code **ART** or **ARC** ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules. |
| 2. **Scheduled to work and do not work** | N/A | No coding required | No coding required** |
| 3. **Not scheduled to work and do work** | Code:  
- **HOT** ~ for all hours up to the job code standard*
- **HOT2** ~ for all hours greater than the job code standard*  
These codes will generate overtime rules. | Code:  
- **OT** or **CTO** ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules, **plus**  
- **OTL** or **CTL** ~ Overtime or Comp Time in Lieu | Code **ART** or **ARC** ~ Overtime or Comp Time for all hours worked, this will automatically generate the overtime rules. |
| 4. **Not scheduled to work and do not work** | N/A | Code **OTL** or **CTL** ~ Overtime or Comp Time in Lieu | **No coding required** |

**Notes:**
*When coding hourly time on ALL Holidays listed above; if the job standard hours are 7 hrs/day and 8 hours are worked, code 7 hours as **HOT** which will calculate at a rate of 1.5 and, code the other 1 hour as **HOT2** which will calculate at 2.0 times the hourly rate.

Employees working compressed schedules and their compressed day falls on a paid holiday (or a day designated by the Board as a paid holiday) that employee shall be granted a mutually agreed upon day off with pay at the employee’s regular rate of pay.  
**Part Time employees are paid 5% in lieu of paid holidays on every pay. If they do not work on a paid holiday they do not receive pay. A claw back will apply to hours scheduled for the above listed STATUTORY Holidays, but not for the Floater Days.**

Please note that Letters of Understanding in the Collective Agreement may supersede the information above.