

### **Paid Holiday Leave for Percent-Time Status PAT Staff**

**Paid Holiday Leave and Flex-Time Appointments:** If your appointment date covers the full fiscal year (July 1-June 30) but is less than 100%, you will have your appointment percentage applied to 11 days, the total number of paid holidays in the year. For example, a staff member with a 50% appointment in which the staff member works two and a half full days each week would receive 50% of 11 days, or 5.5 days of paid holiday leave. A position at 80% would be 80% of 11 days or 8 <sup>3</sup>/<sub>4</sub> paid holiday leave days. If a holiday falls on a non-work day for a staff member, s/he may take another work day off as the holiday (approved by the supervisor) as long as the maximum paid holiday leave is not exceeded. A partial paid holiday leave day may be supplemented with PAT vacation leave to equal a whole day.

**Flex-Year Appointments:** If your appointment date does not cover the entire fiscal year, you will have the percent-time of your work days for the work week in which the holiday falls applied to the holiday leave as long as the holiday falls within your appointment dates. For example, an 80% appointment within which a staff member works full-time from August 11-May 28 would have the percentage of her/his work days for the week in which the holiday falls (5 days =100%) applied to the holiday leave day. That means for those holiday falling within the appointment dates that staff member would receive full paid holiday leave for those holidays. The staff member would not receive any paid leave for holidays outside the appointment dates (such as July 4th and Memorial Day, depending on when it falls).