



Office of the State Comptroller
PAYROLL BULLETIN

Subject Holiday Compensation - Thanksgiving and Christmas Day for Employees in the Administrative, Operational and Institutional Negotiating Units	Bulletin No. P-338
	Date December 7, 1982

Employees in the Administrative (02), Operational (03) and Institutional (04) services negotiating units are eligible to receive additional compensation for time worked on Thanksgiving or Christmas Day calculated time and one-half or at .15 of their biweekly gross salary, including any additional salary factors. Holiday pay for less than a full day should be pro-rated.

The holiday compensation should be calculated as follows:

For a Full Day

Biweekly Rate X .15 = Holiday Pay Amount

For a Partial Day

Biweekly Rate X .15 X Decimal Equivalent = Holiday Pay Amount