

# CALCULATION OF HOLIDAY PAY (MAPE)

**Employee Name:** \_\_\_\_\_

**Eligible part-time employees:** please use this form to assist you in computing how many holiday (including your floating holiday) hours you are eligible for. Be sure that same number of hours is what you have on your timesheet, editing and revising your timesheet if necessary.

***\* Please refer to Appendix B in the MAPE contract to determine your pro-rated holiday hours. You can also find this chart on the Minnesota North College Human Resources website, <https://minnesotanorth.edu/about/human-resources/employee/> under employee forms.***

Holiday pay shall be computed based on the average number of hours the employee was in payroll status (including hours worked, paid vacation, paid sick leave, compensatory time off, or paid leave of absence) in their previous three (3) pay periods. *(excluding pay periods containing a holiday or an academic break/seasonal time off).*

I am completing this form for \_\_\_\_\_ (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) holiday(s) in this pay period.\*

My holiday hours for pay period ending \_\_\_\_\_ were figured as follows:  
(current PP)

<u>Previous 3 Pay Period's</u> (without a holiday)	<u>Hours Paid</u>	<u>Average Hours</u> (total hrs pd/3)	<u>Holiday Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*For employee/supervisor use only. Do not send to HR.