



Holiday Pay Policy and Procedure for Security Officers

(02-2015)

In the event any Goshen College Security Officer is required to work on a day designated by Goshen College as a paid holiday, the Officers working on that day will receive time and a half pay on that given day.

Full-time officers who worked on the designated holiday will also receive a floating holiday to use at their discretion. However, the floating holiday must be used within the current academic year or it will be forfeited. The supervisor must approve the requested day off as s/he would for vacation time.

If a full-time Officer is not scheduled to work on a designated holiday, that Officer will receive a floating holiday in lieu of the designated holiday. Again, the floating holiday must be used within the current academic year.

Part-time Officers will only be paid time and half when working a designated holiday and are not eligible for a floating holiday.

Labor Day is not covered under this policy.

In order to be paid 1.5 times their normal pay per hour, the security officer should enter the mandated holiday hours as on-call time in their timecards. They must also make a note in the timecard entry indicating what the call-in time is for, e.g., 'work on Christmas holiday' or 'work on New Year's holiday'.