

T&A FOR PART-TIME EMPLOYEES

Q1. Is a part-time (PT) employee eligible for holiday leave or pay?

A1. Yes.

Holiday leave: If a PT employee is scheduled to work on a day that a holiday falls on, but he does not have to actually work that day, the employee is entitled to holiday leave for the actual number of hours that he was scheduled to work for that day.

Holiday Pay: If a PT employee works on the holiday the employee is entitled to receive holiday premium pay for the actual number of hours that the employee worked for the day.

Q2. Are PT employees entitled to receive holiday leave if the holiday is not one of the employees schedule workdays?

A2. No. PT employees are not entitled to an “in-lieu” holiday. If the holiday falls on a non-scheduled workday, the employee is not entitled to be given a different day for holiday leave.

Example1: December 25th falls on Monday. The PT employee is scheduled to work 6 hours each day on Wednesday, Thursday and Friday. The PT employee is not entitled to holiday leave.

Example 2: December 25th falls on a Saturday. The PT employee is scheduled to work 4 hours each day on Monday, Tuesday, Wednesday, Thursday and Friday. The in-lieu holiday for most employees is Monday. The PT employee is not entitled to holiday leave on Monday. The PT employee will have to take either annual leave, leave without pay or (some employing agencies) be granted administrative leave.

They are entitled to holiday leave if they were scheduled to work on the actual day of the holiday.

Q3. Does a part-time employee received the full leave accruals based on their service computation date?

A3. Part-time employees with regularly scheduled tours of duty earn leave for the time they are in a pay status. Part-time employees with less than 3 years of service earn 1 hour of annual leave for each 20 hours in a pay status. Part-time employees with 3 years, but less than 15 years of service, earn 1 hour of annual leave for each 13 hours in a pay status. Part-time employees with 15 or more years of service earn 1 hour of annual leave for each 10 hours in a pay status.

Part-time employees earn 1 hour of sick leave for each 20 hours in a pay status.

Q4. Can a part-time employee earn credit hours?

A4. Yes, a part-time employee can earn credit hours. However, the carryover limit on a part-time employee is limited to 25% of their scheduled hours.