

Holiday And Paid Time Off (PTO) For Compressed Work Week Schedules

The number of hours represented by a holiday or paid time off (PTO) day are based on the amount of hours in a “traditional” day of work for the position being considered.

If the traditional schedule for the workday is eight hours, each holiday or paid time off (PTO) day is equivalent to the “traditional” eight hours. If a staff member is working a compressed work schedule with four ten-hour workdays, a holiday or single PTO day applies to eight of the ten hours of the compressed work day.

Traditional Schedule						
In Office X	M	T	W	Th	F	Total
	8	8	8	8	8	40 worked
Compressed Schedule						
In Office X	M	T	W	Th	F	Total
	10	10	10	10	No work	40 worked
	(Holiday = 8 of 10hrs) → → →					

Weekly and monthly paid staff positions

The following principles are easy to apply to weekly-paid staff positions on compressed schedules. Their time at work and away is tracked by the hour. Monthly-paid staff, exempt from the Fair Labor Standards Act, are paid for work outcomes rather than time at work. For this reason, the following principles serve more as a guideline for *envisioning* the way to consider holiday and paid time off for monthly paid-staff on compressed work schedules. More flexibility is expected.

One compressed work-day off

If a staff member working four ten-hour workdays schedules one day off, that day off is equivalent to one and a quarter (1.25) PTO days.

Compressed schedule with one PTO day					
M	T	W	Th	F	Total work + PTO
10	10	1.25 PTO*	10	No work	30 worked + 10 PTO = 40
		*(= 10 PTO hours)			

If a holiday occurs on one of the four ten-hour workdays, eight holiday hours are applied to that time off. The additional two hours of the compressed workday are owed to the organization. This can be handled in the following ways:

- a- The staff member can make up the two hours during other work days during the week before, during or immediately following the holiday:

M	T	W	Th	F	Total work + H + PTO
10	10	H = 8	10	No work	30 worked + 8H + 2 PTO = 40
		PTO = 2 (total = 10)			

- b- The staff member can apply .25 of a PTO day (.25 of 8 PTO hours = 2 hours) to make up for the two hours absence.

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Total work + H + PTO</u>
10	10	H (= 8)	10	No work	32 worked + 8 H + 2 PTO = 40
+1 hr	+1 hr				
(total = 11)	(total = 11)				

If a holiday occurs on a traditional work-day when the staff member is not scheduled to work, the staff member has eight hours of holiday time available to apply to other days during the week before, during or following the holiday. This allows for equitable benefit of holiday time for all in the work environment.. These eight hours can be taken at one time or disbursed across several days of work.

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F (Holiday)</u>	<u>Total work + H</u>
10	10	10	10	No work	32 worked + 8 H = 40
-2 hr H	-2 hr	-2hr H	-2hr H		

Thirty-five hour or thirty-seven hour appointments

The same principles apply to compressed work schedules derived from seven-hour day/thirty-five hour workweeks or seven-and-a-half-hour day/thirty seven-and-a-half-hour workweek. The holiday or PTO day is equivalent to the hours in the traditional workday. These are applied to each workday accordingly.