CALCULATION OF HOLIDAY PAY
(MAPE)

Please ✓one: ___ Hibbing   ___ Itasca   ___ Rainy River   ___ NESU

___ Mesabi   ___ Vermilion

Employee Name: _____

Part-time employees must complete this form and attach it to their time sheet when there is a holiday in the pay period.

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)**. Eligible employees who normally work less than full-time shall have their holiday pay pro-rated using the above criteria and schedule set forth in Appendix B.

My holiday hours for pay period ending _____ were figured as follows:

Pay Period End Date	Hours Paid	Average	Holiday Hours
_____	_____		
_____	_____		
_____	_____	_____	_____

_____   _____

Employee Signature   Date