



Waiver of Additional Money for Holidays Worked

I am eligible for additional compensation (holiday pay), if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 1st and May 15th, I may waive my rights to such additional money and choose to receive holiday compensatory time accruals instead. If I previously waived my rights to receive money for holiday work, I have until May 15th to cancel that decision and start receiving money again.

I wish to change how I am currently being compensated for holiday work.

I am now receiving money,
I wish to receive holiday compensatory time accruals

I am now receiving holiday compensatory time accruals
I wish to receive money.

I understand that I will be compensated for holidays worked as indicated above, and I will not be able to change this option until April 1st of next year. This option will remain in effect unless I change my option during the next open period (April 1 – May 15th of each year).

NAME _____ Date _____
(Please Print)

SIGNATURE _____

DEPARTMENT _____

EMPLOYEE ID # _____

SOCIAL SECURITY NO. XXX-XX-____

NEGOTIATING UNIT _____

**Must be returned to Human Resource Services By May 15th
Admin Bldg. – Room 390 Zip 0751**