

This document is intended to provide a quick reference guide to illustrate common scenarios. For scenarios not covered, please first refer to the CUPE Collective Agreement, POLY Collective Agreement or Administrative Policies (AD 10 and AD 9). If further assistance is required, contact your [HR Specialist or Strategic Business Partner](#).

For technical help with HAP Timesheet, contact Payroll at payroll@sfu.ca.

APSA		CUPE		POLY	
Temporary	Continuing	Temporary	Continuing	Temporary	Continuing
General Holiday	<p>Yes, granted the employee has worked 15 out of the 30 calendar days preceding the holiday.</p> <p>Code "General Holiday With Pay" (235).</p> <p>Eligible part-time employees are entitled to general holiday pay or equivalent time off pro-rated on the basis of their normal bi-weekly hours during the pay period in which the holiday occurs. To calculate, take the employee's normal biweekly hours and divide by 10.</p> <p>If the general holiday falls on a regular day of work and the time off provided is greater than the employee's entitlement, they may</p>				

