

STATUTORY HOLIDAY PAY CALCULATION TEMPLATE

Payroll Accrual & Payout Record

GENERAL INFORMATION

Employee Name:		Employee ID:	
Department:		Job Title:	
Pay Period Start:		Pay Period End:	
Statutory Holiday:		Date of Holiday:	

ELIGIBILITY VERIFICATION

Requirement Criteria	Met (Y / N)
Employee has been employed for at least 30 calendar days before the holiday.	
Employee worked their last scheduled shift before the holiday.	
Employee worked their first scheduled shift after the holiday.	

HOLIDAY PAY CALCULATION WORKSHEET

Calculation Step	Hours / Days	Rate (\$)	Total Amount (\$)
Regular wages earned in the 4 weeks (28 days) prior to holiday			
Vacation pay paid/payable during the 4 weeks prior to holiday			
Total Eligible Earnings (A)			
Number of days worked in the 4 weeks prior to holiday (B)			
Average Daily Wage / Statutory Holiday Pay Rate (A ÷ B)			
Hours worked on the Statutory Holiday (if applicable)			

Calculation Step	Hours / Days	Rate (\$)	Total Amount (\$)
Premium pay rate for hours worked on holiday (e.g., 1.5x)			
Total Statutory Holiday Pay Due			

Prepared By (Payroll Administrator)

Date:

Approved By (Authorized Manager)

Date: