

Under the terms of the IAPE contract with Dow Jones, all employees, regardless of overtime eligibility, are entitled to holiday pay whenever they are required to working on any of the holidays recognized by the IAPE/DowJones contract.

Instructions for electronic filing are simple.

1. Go to DowJones.net.
2. Click on the link to HReSource.
3. Click on “my information” (upper left hand side of the page)
4. Click on “time administration”
5. Click on “enter time”
6. On the first line, fill in the hours for days you worked, holiday included. (Overtime exempt employees list 7 hours each regularly scheduled day.)
On the next line, list the actual hours worked on the holiday then click on the pull-down menu to the right and select ‘holiday worked.’
(The system is designed to automatically recognize the holiday listing and calculate the premium.)
7. Click “Submit.”
8. Print a copy for your records.

This is your money. It’s guaranteed by the contract. If there is any difficulty in getting paid, contract the IAPE office (609-275-6020.)

The 8 US holidays recognized by the contract are New Year's Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, or the days celebrated by the United States federal government as such.

For Canadian IAPE-represented employees The following shall be considered holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, Labor Day, Thanksgiving, Christmas, Boxing Day, St. Jean Baptiste (Quebec Province) and Civic Day (Ontario Province) or the days celebrated by the Canadian federal government as such.