

Day of Mourning Holiday

Tuesday, January 2, 2007, was a national and state day of mourning and a state holiday. To assist employees, supervisors and timekeepers, the following time and leave guidelines are being provided. For eligible employees, we have updated time documents to default this day as a holiday.

Those employees who previously requested leave for Tuesday, January 2, 2007, will not be required to use leave as requested unlike when inclement weather is declared. They will receive the holiday credit for this day. The holiday is granted to all employees who meet the requirements, including those with approved leave.

Those full time employees who do not have Tuesday as a normal workday will be granted a holiday to be taken at another time by changing the HDC/HDE (Holiday Credit) earnings code to HCC (Holiday Credit - banked at the 1.0 rate).

Any employee who was on leave without pay for any amount of time either on the last working day before the holiday or the first working day following the holiday shall receive holiday credit per the appointing authority. This applies only to the January 2, 2007 national and state day of mourning, not any other holiday.

Instructions follow for recording time and leave for classified and unclassified employees.

Classified Employees

Any CLASSIFIED employee who worked on Tuesday, January 2, 2007, regardless of FLSA status (exempt or nonexempt), will use HCP (Holiday Comp Time 1.5) or HDP (Holiday Pay 1.5) to record actual hours worked on the holiday. DO NOT delete the HDC (Holiday Credit 1.0 - Non Exempt) code.

When a **NONEXEMPT CLASSIFIED** employee uses the holiday leave earned, the earnings code HCT (Holiday Comp Time Taken - Non Exempt) will be used.

When an **EXEMPT CLASSIFIED** employee uses the holiday leave earned, the earnings code HCE (Holiday Comp Time Taken - Exempt) will be used.

Classified **TEMPORARY** employees are not paid for holiday credit (HDC or HDE (Holiday Credit 1.0) will not be recorded). If the temporary employee worked on the holiday, HDP (Holiday Pay 1.5) will be used to record and pay actual hours worked.

Unclassified Employees

If an **EXEMPT UNCLASSIFIED** 12-month employee is requested/directed to work on the holiday, the employee should receive **holiday** compensatory time to be used later.

The holiday credit will automatically appear as HDE (Holiday Credit 1.0). If the employee was requested/directed to work on the holiday, the timekeeper will change the holiday credit earnings code HDE to HCC (Holiday Credit-Comp-1.0). In this situation, the exempt employee would receive their normal biweekly pay and then receive 8 hours holiday compensatory time to use at another time. If the employee did not work on the holiday, the timekeeper will not need to do anything.

If a **NONEXEMPT UNCLASSIFIED** 12-month employee is requested/directed to work on the holiday, the employee should receive **holiday** compensatory time to be used later. The holiday credit will automatically appear as HDC (Holiday Credit 1.0) and will not be deleted. If the employee worked on the holiday, the timekeeper will add HCP (Holiday Comp 1.5) code to record actual hours worked.

Regular 9-month employees will not receive holiday credit and/or holiday compensatory time for this holiday.

When a NONEXEMPT UNCLASSIFIED employee uses the holiday compensatory time earned, the earnings code HCT (Holiday Comp Time Taken - Non Exempt) will be recorded.

When an EXEMPT UNCLASSIFIED employee uses the holiday compensatory time earned, the earnings code HCE (Holiday Comp Time Taken - Exempt) will be recorded.

Questions may be directed to Alma Deutsch at 785.532.1448 or Kristi Fronce at 785.532.1889.