

Reporting Christmas & New Year's AD Frequently Asked Questions (FAQ) INFORMS Reporting

Observed Holidays:

Christmas Day will be observed on *Monday, December 25, 2023*, and New Year's Day on *Monday, January 1, 2024*. County offices will be closed on both dates.

Early Release:

Employees will be granted a **half day** of administrative leave to take the afternoon off (hours granted are not to exceed half of their regular shift) on:

Friday, December 22, 2023, and Friday, December 29, 2023.

TIMESHEET ENTRIES AND LEAVE REQUESTS EXAMPLES:

- Employees who are out of pay status during these pay periods are not eligible for the administrative leave hours.
- Employees regularly scheduled to work and released after 12:00 pm on these days will be granted "Administrative Leave Holiday" to use during the afternoon period.

- Request hours under: Time and Absence, Request Absence*
- Select: **Admin. Leave – Holiday/Hurricane.***
- Select Partial Days – Start Day Only- # hrs.*
- Check Eligibility- Submit.*

The screenshot shows the 'Request Absence' form with the following fields and options:

- Absence Name:** A dropdown menu with 'Admin. Leave Holiday/Hurricane' selected.
- Start Date:** A date picker set to 12/22/2023.
- End Date:** A date picker set to 12/22/2023.
- Duration:** A text input set to '8.00' followed by a unit dropdown set to 'Hours'.
- Partial Days:** A dropdown menu with 'None' selected.
- Check Eligibility:** A button located below the Partial Days dropdown.
- Comments:** A text area for additional notes.
- Attachments:** A section with the message 'You have not added any Attachments.' and an 'Add Attachment' button.
- Submit:** A green button in the top right corner.
- View Balance:** A link at the bottom left of the form.

The screenshot shows a 'Request Absence' form. A modal window titled 'Partial Days' is open, allowing the user to specify the type of partial day (currently 'Start Day Only'), the start date (12/22/2023), and the duration in hours (4). The background form includes fields for 'Absence Name', 'Start Date', 'End Date', 'Duration', 'Partial Days', and 'Comments'. There is also an 'Attachments' section with a note 'You have not added any Attachments.' and an 'Add Attachment' button.

- Part-time employees are eligible for Administrative Leave Holiday only if regularly scheduled to work on these days and for those hours scheduled after 12:00 p.m., for a maximum of four hours.

- Employees who are required to work after 12:00 p.m. will be credited with Administrative Leave to be used by **September 30, 2024**.

- Enter the total number of hours worked directly into the timesheet.
- Select: RT, WRKHM or any other applicable payroll code.
- Submit.

From Monday 12/18/2023 to Sunday 12/24/2023 ⓘ

Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23	Sun 12/24	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>		REG - Regular Time

- Employees and Supervisors are responsible for keeping track of Administrative Holiday hours earned and their usage.

- Employees who do not use the half day leave on 12/22 or 12/29 and wish to use this Administrative Leave **at a later date**:

- Request hours under: Time and Absence, Request Absence
- Select **Absence Name: Administrative Leave, Reason: Holiday**.
- Select Partial Days – Start Day Only- # hours.
- Check Eligibility- Submit.

Request Absence

*Absence Name Administrative Leave

*Reason Holiday

*Start Date 02/06/2024

End Date 02/06/2024

Duration 8.00 Hours

Partial Days None

Comments

Attachments
 You have not added any Attachments.

Request Absence

*Start Date 02/06/2024

End Date

Duration Hours

Partial Days None

Comments

Attachments
 You have not added any Attachments.

Partial Days

Partial Days Start Day Only

Start Date 02/06/2024

Duration 4 Hours

• Employees who **do not** use the half day leave on 12/22 and wish to use it on 12/29 in combination with the granted half day leave for this date -may request **half day Absence Name: Administrative Leave, Reason: Holiday and half day Admin. Leave Holiday/Hurricane** (two separate leave requests).