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.

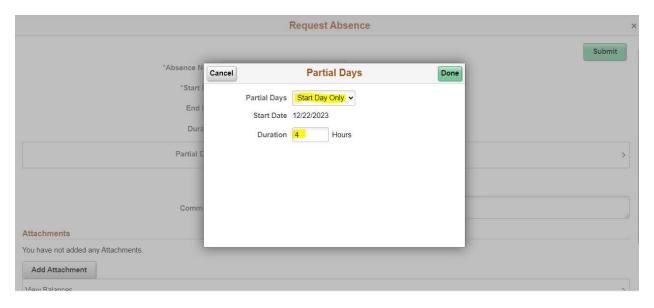
TIMESHEET ENTRIES AND LEAVE REQUESTS EXAMPLES:

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



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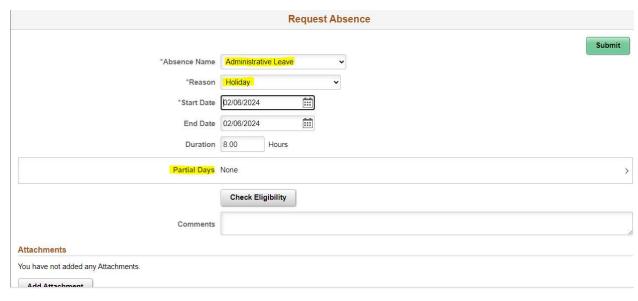
- Part-time employees are eligible for Administrative Leave Holiday only if regularly scheduled to work on these days and for those hours scheduled after 12:00 p.m., for a maximum of four hours.
- Employees who are required to work after 12:00 p.m. will be credited with Administrative Leave to be used by **September 30, 2024**.
 - A. Enter the total number of hours worked directly into the timesheet.
 - B. Select: RT, WRKHM or any other applicable payroll code.
 - C. Submit.

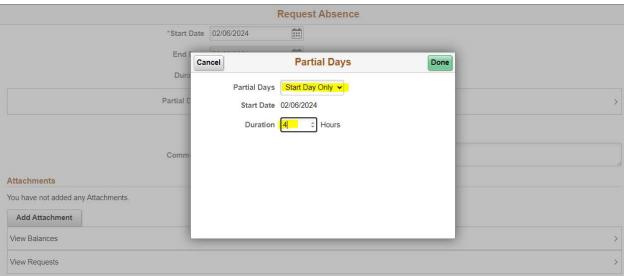


- Employees and Supervisors are responsible for keeping track of Administrative Holiday hours earned and their usage.
- •Employees who do not use the half day leave on 12/22 or 12/29 and wish to use this Administrative Leave at a later date:
 - D. Request hours under: Time and Absence, Request Absence
 - E. Select Absence Name: Administrative Leave, Reason: Holiday.
 - F. Select Partial Days Start Day Only- # hours.
 - G. Check Eligibility- Submit.

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• 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).

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