

***Monday, September 4th* –Labor Day Holiday**

Pay Period 9/3/17-9/16/17 (Timesheets must be approved September 19, 2017)

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| If an employee works an **Alternative Work Schedule** during a pay period where a state Holiday falls, eSTAR will automatically credit the employee with 7.5 hours for the Holiday. An adjustment will be necessary if the employee is scheduled to work more or less than 7.5 hours on the day the Holiday falls. Options allowed by [OMB’s Alternative Work Schedule](http://www.delawarepersonnel.com/policies/alternative_schedule.shtml) and the eSTAR procedure:<http://www.delawarepersonnel.com/policies/alternative_schedule.shtml> **Option 1** -  Revert to a 7.5 hour schedule for the pay period**Option 2** – Employee owes additional hours for Holiday; use leave to make up difference**Option 3** -  Employee owes additional hours for holiday; work additional hours to make up difference**Option 4** – Holiday falls on scheduled day off**\*\**Please note:* FLSA non-exempt (Overtime-eligible) employees MUST flex out the extra hours in the same work week that the Holiday falls.** Please refer to[**Job Aid 26**](http://dhss.delaware.gov/dhss/dms/hrm/estar/job26holiday.pdf)**:** *Holiday during an Alternative Work Schedule (AWS) or Flex Schedule* **on the** [**eSTAR**](http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html) **website (**[**http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html**](http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html)**) .**  |

If you have questions, please contact your local Human Resources group—

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