

A MESSAGE FROM HUMAN RESOURCES

On December 17, 2020, Governor Carney announced that State offices would be closed for the day on Christmas Eve, Thursday, December 24, 2020. As a result, it is paid and treated the same as any other state holiday.

For all employees who have requested time off on Thursday, December 24th, please handle accordingly:

- If your Manager has approved the request, they will need to cancel it in eSTAR
- If the request has not yet been approved, the employee can cancel the request through eSTAR
- **If your cancelled leave request included additional days, the request will have to be cancelled and a new request submitted**
- [Job Aid 15](#) provides instructions on how to cancel a previously approved leave slip

For any employees that included December 24, 2020 in their Annual Leave Carryover request, please see below instructions from the Annual Leave Carryover Guidelines to apply:

- Should the Governor declare 12/24 a holiday creating leave excess of 7.5 hours, employees do not have to submit a carryover exception form to DHR. In this instance, 7.5 hours will be considered as an automatic approval.

<https://dhr.delaware.gov/policies/documents/leave-carryover-guidelines.pdf>

If employees have hours that clear on 12/31 because of the December 24th Holiday, the Manager or Auditor will need to credit these hours to the employee effective 1/1/2020. [Job Aid 24](#) provides instructions for Adjusting Leave Balances.

Please contact your local Human Resources Office with questions:

HR Office	Phone
New Castle	302-255-9070
Kent	302-223-1550
Sussex	302-933-3000