

## Harvey, Chastity A (DHR)

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**From:** lubatti Jr, Joe (DHSS)  
**Sent:** Thursday, January 2, 2020 10:55 AM  
**To:** DHSS\_all\_dhss  
**Subject:** December 24, 2019 Holiday

**Switch-MessageId:** 74fd4a0ad1ef4fa1a168d9c29dadf18f

Hello,

On December 20, 2019 the Governor announced that state offices would be closed for the day on Christmas Eve, Tuesday December 24, 2019. Should the Governor declare December 24 or December 26 a holiday creating leave excess of 7.5 hours, employees will not have to submit a carryover exception form. The 7.5 hours will be considered as an automatic approval.

In eSTAR , Managers should cancel Time off Requests involving 12/24/2019. [Job Aid 15](#) provides instructions for this process.

If employees have hours that cleared on 12/31 because of the December 24<sup>th</sup> Holiday, the Manager or Auditor will need to credit these hours to the employee effective 01/01/2020.

Please contact your local Human Resources office.

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex/DHCI/GBHC Regional Office	302-223-1550
Stockley Center	302-933-3000

Thank you

*Please do not send a reply to this e-mail. For more information regarding the contents of this e-mail, use the contact information given for the person, Department or Division included in the e-mail. Thank you*