

**DHSS Job Aid 26: Holiday during an Alternative Work Schedule (AWS) or Flex Schedule**

**PLEASE NOTE: State hospitals will continue to follow schedule/pay procedures.**

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 of the Holiday.

Please see below for the options allowed by OMB’s [Alternative Work Schedule policy](#) and the eSTAR procedure. [http://www.delawarepersonnel.com/policies/alternative\\_schedule.shtml](http://www.delawarepersonnel.com/policies/alternative_schedule.shtml)

**Please note these are only options, please be sure to obtain approval from management.**

**Option 1** - Revert to 7.5 hour schedule

**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; **FLSA covered employees (overtime eligible) MUST** change flex day within work week, Non FLSA covered employees can Flex day with in pay cycle.

**Option 5** - Holiday falls on scheduled day off; **Non FLSA covered employees ONLY (not overtime eligible)** add Comp Time

**Option 1:**

Revert to 7.5 hour schedule.

**Procedure 1:**

- The Manager or Auditor can temporarily change the employee’s schedule to a 7.5 hour daily schedule.
- Please follow [Job Aid #21 – Assigning/Updating Employees Schedule](#)

**7.5 hour daily Schedule Template description: S Mon-Fri 7.5**

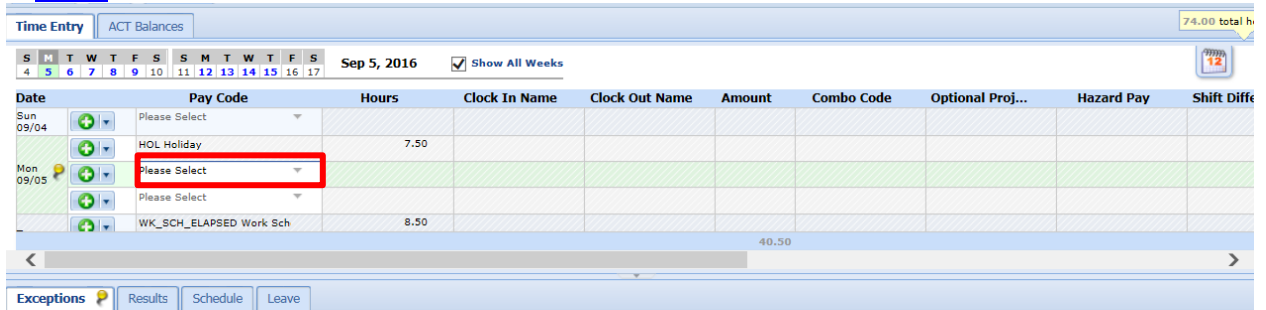
Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U_Schedule 189		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	Empty		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U_Schedule 179		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U Schedule 9		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U Schedule 57		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U Schedule 50		09/18/2016 - 10/01/2016
Schedule Template	<input checked="" type="checkbox"/>	FT_75_U Schedule 12		09/18/2016 - 10/01/2016

**Option 2:** Employee owes additional hours for Holiday; use leave to make up difference.

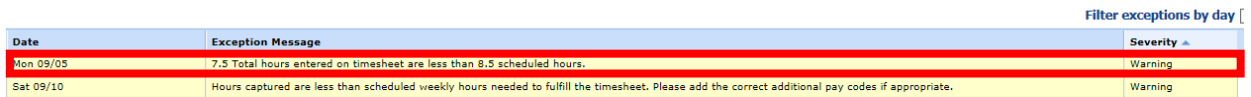
Employee may use **annual leave** or use of **Comp Time** for hours scheduled to work beyond 7.5 hours the holiday. This option is used when the employee will owe hours beyond the 7.5 Holiday credit.

**Procedure 2:**

- If the employee’s regular schedule is greater than 7.5 hours on a Holiday, he or she may request to use leave to make up the additional time owed.
- **If an employee wants to use leave on the Holiday to make up owed time, he/she will not be able to submit a Time Off Request.**
- The Manager or Auditor will have to enter the Annual Leave Taken (ALT) or Comp Time Taken (CTT) code directly on the timesheet. – [Job Aid #16 – Timesheet – Editing Employee Time and Using Pay Codes](#)



Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj...	Hazard Pay	Shift Diffe	
Sun 09/04	HOL Holiday	7.50								
Mon 09/05	Please Select									
	WK_SCH_ELAPSED Work Sch	8.50								
					40.50					

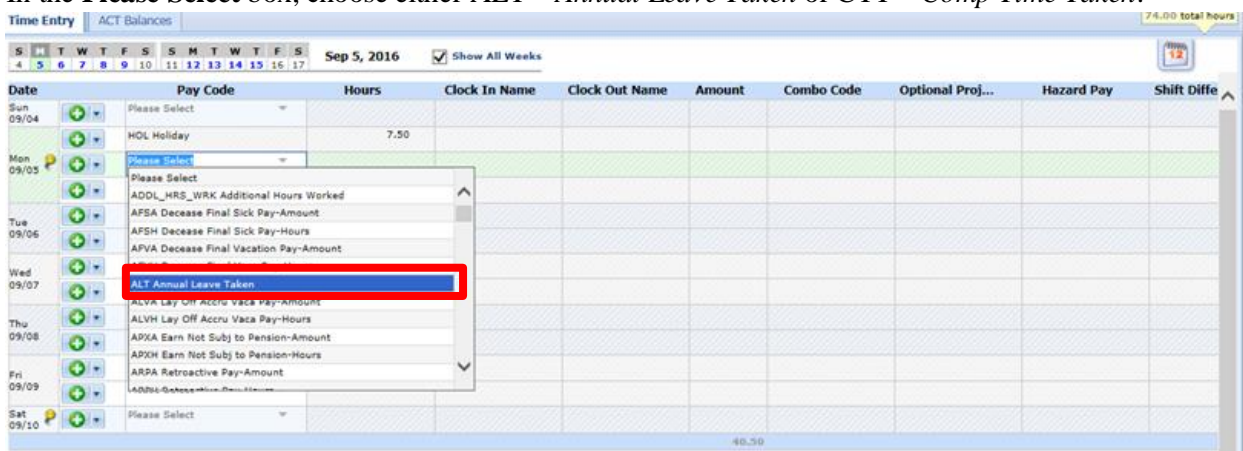


Date	Exception Message	Severity
Mon 09/05	7.5 Total hours entered on timesheet are less than 8.5 scheduled hours.	Warning
Sat 09/10	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning

- The exception reads: *7.5 Total hours entered on timesheet are less than 8.5 scheduled hours.* In this example, the employee owes an additional 1 hour of time to make 75 hours for the pay period.

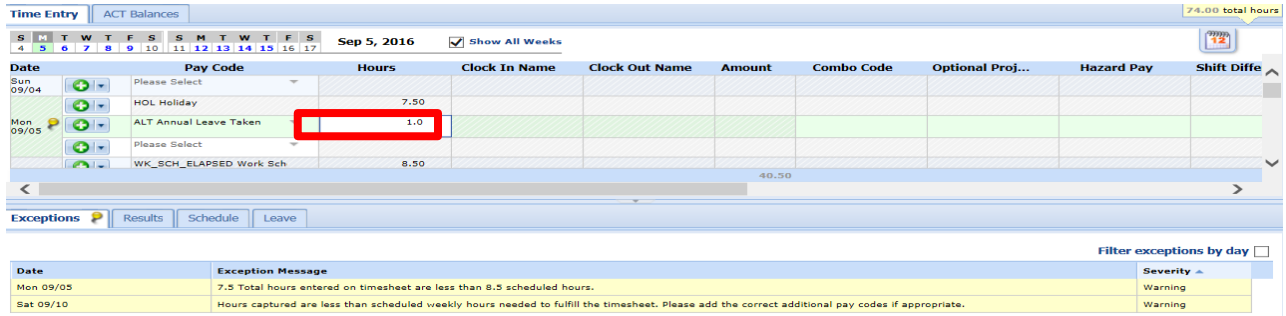
**Steps for Entering Leave Directly on Timesheet:**

1. Go to date that leave will be entered/used.
2. In the **Please Select** box, choose either ALT – *Annual Leave Taken* or CTT – *Comp Time Taken*.



Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj...	Hazard Pay	Shift Diffe	
Sun 09/04	HOL Holiday	7.50								
Mon 09/05	Please Select									
Tue 09/06										
Wed 09/07										
Thu 09/08										
Fri 09/09										
Sat 09/10										
					40.50					

**3. Enter number of leave hours in Hours column.**



Time Entry | ACT Balances | 74.00 total hours

Sep 5, 2016 | Show All Weeks


Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj...	Hazard Pay	Shift Diffe
Sun 09/04	Please Select								
Mon 09/05	HOL Holiday	7.50							
Mon 09/05	ALT Annual Leave Taken	1.0							
Mon 09/05	Please Select								
Sat 09/10	WK_SCH_ELAPSED Work Sch	8.50							
					40.50				

Exceptions | Results | Schedule | Leave

Filter exceptions by day

Date	Exception Message	Severity
Mon 09/05	7.5 Total hours entered on timesheet are less than 8.5 scheduled hours.	Warning
Sat 09/10	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning

**4. Add comment such as “approved by “Jane Doe” (add supervisor’s name here).**



Time Entry | ACT Balances | 74.00 total

Sep 5, 2016 | Show All Weeks

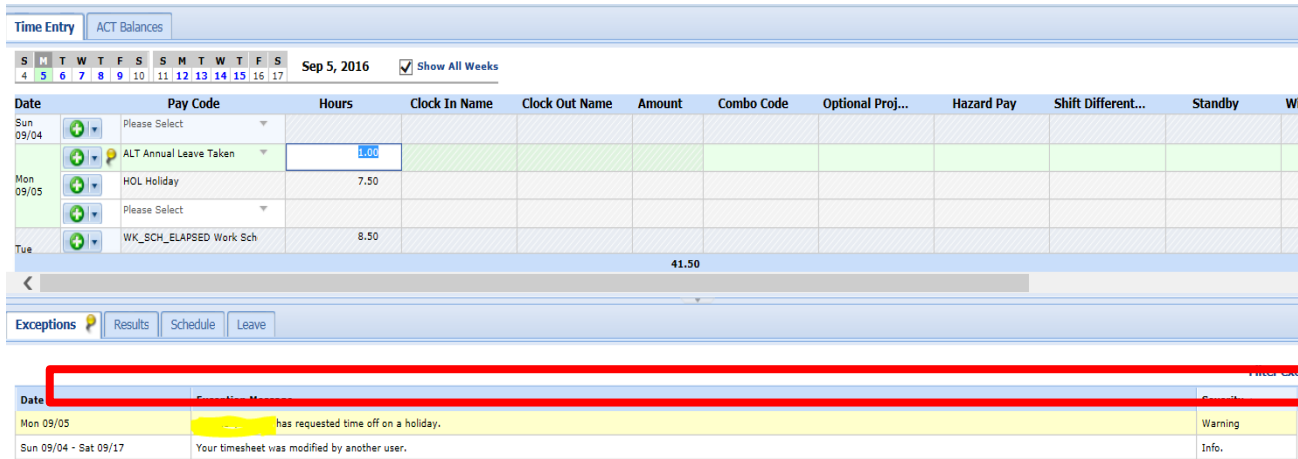
Combo Code	Optional Proj...	Hazard Pay	Shift Different...	Standby	Wilmington Wag...	Additional Data	Comments	Case ID
							approved by Jane D	

Exceptions | Results | Schedule | Leave

Filter exceptions by day

Date	Exception Message	Severity
Mon 09/05	7.5 Total hours entered on timesheet are less than 8.5 scheduled hours.	Warning
Sat 09/10	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning

**5. Save timesheet. “Hours captured are less than schedule hours...” yellow-level exception disappears. However, a new yellow level exception appears stating “Name, Name has requested time off on a holiday.” This is just a warning; the employee will still get paid for this time.**



Time Entry | ACT Balances

Sep 5, 2016 | Show All Weeks

Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj...	Hazard Pay	Shift Different...	Standby	Wi
Sun 09/04	Please Select										
Mon 09/05	ALT Annual Leave Taken	1.00									
Mon 09/05	HOL Holiday	7.50									
Mon 09/05	Please Select										
Tue	WK_SCH_ELAPSED Work Sch	8.50									
					41.50						

Exceptions | Results | Schedule | Leave

Filter exceptions by day

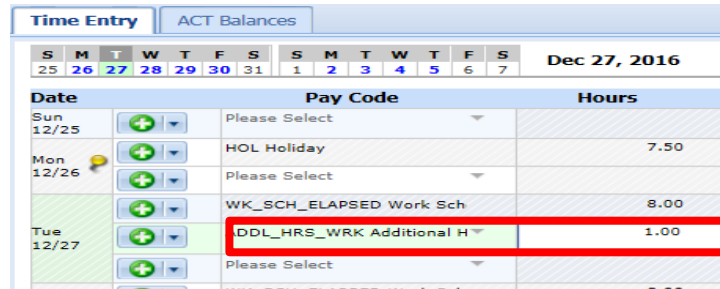
Date	Exception Message	Severity
Mon 09/05	Name, Name has requested time off on a holiday.	Warning
Sun 09/04 - Sat 09/17	Your timesheet was modified by another user.	Info.

**Option 3:** Employee owes additional hours for Holiday; work additional hours to make up difference.

**\*FLSA Covered (Overtime-eligible) employees may not work greater than 40 hours per work week.**

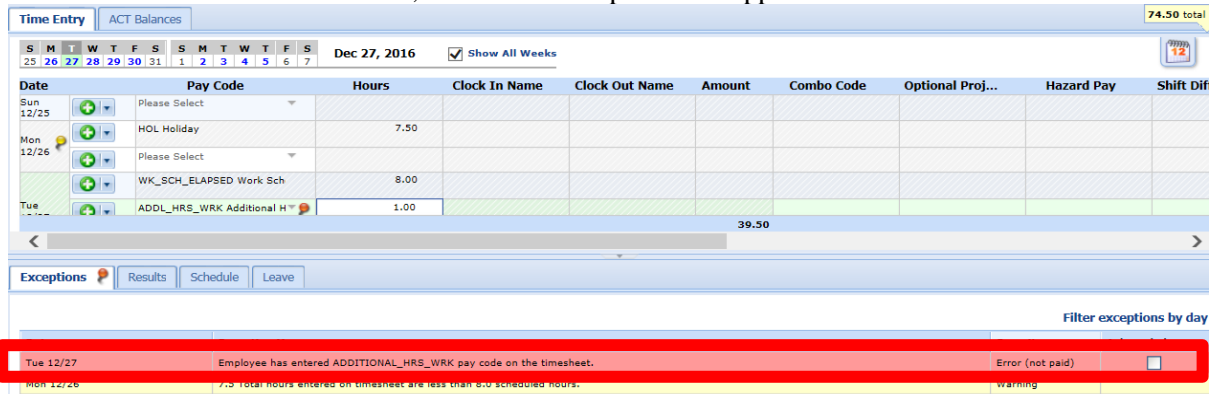
**Procedure 3:**

- Employee enters *Additional Hours Worked* on timesheet on the day they are worked.



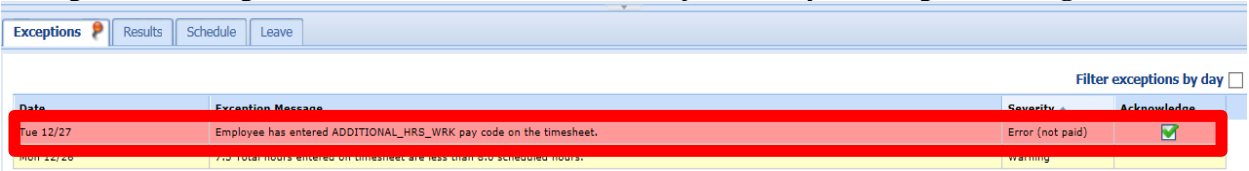
Date	Pay Code	Hours
Sun 12/25	Please Select	
Mon 12/26	HOL Holiday	7.50
Tue 12/27	ADDL_HRS_WRK Additional H	1.00

- Once Additional Hours are entered, a red level exception will appear.



Date	Exception Message	Severity	Acknowledge
Tue 12/27	Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.	Error (not paid)	<input type="checkbox"/>
Mon 12/26	7.50 total hours entered on timesheet are less than 8.00 scheduled hours.	warning	<input type="checkbox"/>

- Manager acknowledges *Additional Hours Worked* in exception tab by checking **acknowledge** box. **Save.**



Date	Exception Message	Severity	Acknowledge
Tue 12/27	Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.	Error (not paid)	<input checked="" type="checkbox"/>
Mon 12/26	7.50 total hours entered on timesheet are less than 8.00 scheduled hours.	warning	<input type="checkbox"/>

4. Once the red level exception has been acknowledged, double check that the Results tab to be sure that the hours are correct.

Mon 07/04	HOL Holiday	7.50									
	Please Select										
	WK_SCH_ELAPSED Work Sch	8.75									
Tue 07/05	ADDL_HRS_WRK Additional H	1.25									
	Please Select										
	WK_SCH_ELAPSED Work Sch	8.75									
Wed 07/06	Please Select										
	WK_SCH_ELAPSED Work Sch	8.75									
<b>35.00</b>											

DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional Pr...	Additional...	Wilmington...	Earnings Co...	Estimated...
350120210	HOL Holiday	7.50	0.00	25.384615	25.384615			N	N	HOL	190.38
350120210	REG Regular...	67.50	0.00	25.384615	25.384615			N	N	REG	1,713.46

**Option 4:** Holiday falls on scheduled day off.

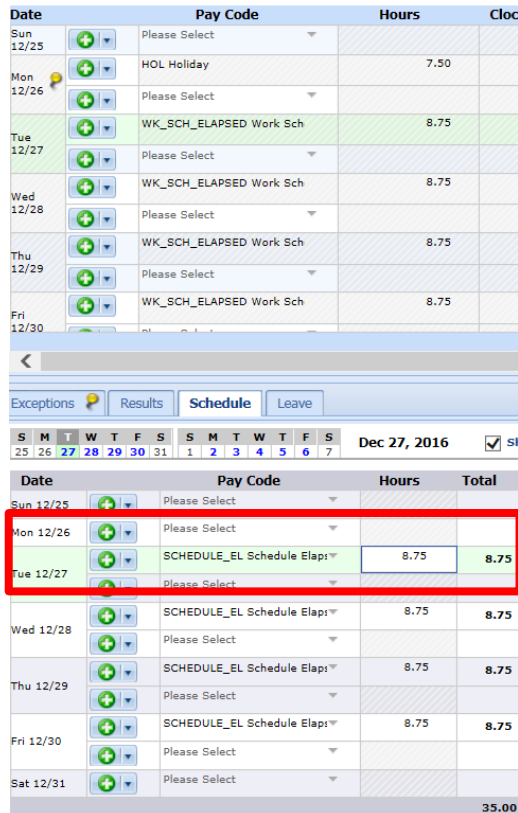
Employees whose Flex day falls on the Holiday will see the following yellow-level exception:

Date	Exception Message
Mon 12/26	7.5 hours reported exceed 0.0 scheduled hours for the day.

- **FLSA non-exempt** (Overtime eligible) employees must flex out the extra hours **within the Holiday work week**, otherwise, they will be in an Overtime status.

**Procedure 4 (FLSA non-exempt):**

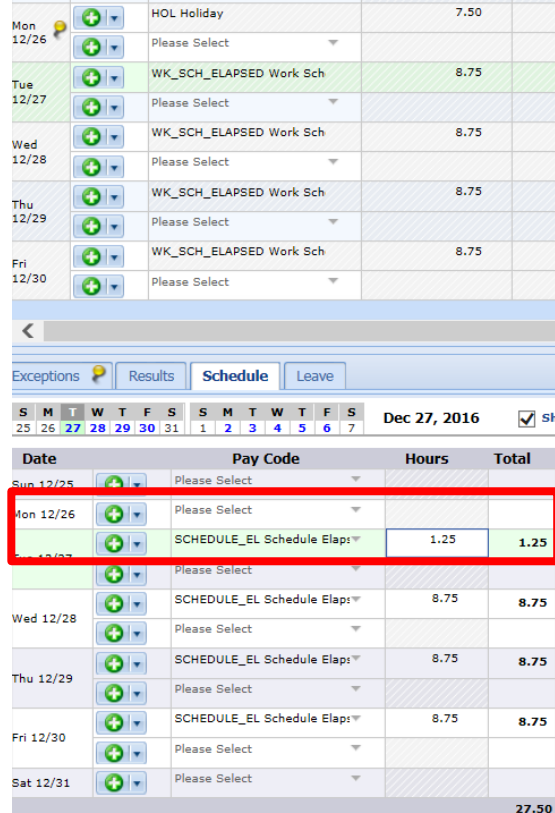
- Manager or Auditor can change flex day on schedule tab of employee's timesheet.



Date	Pay Code	Hours	Clock
Sun 12/25	Please Select		
Mon 12/26	HOL Holiday	7.50	
Tue 12/27	WK_SCH_ELAPSED Work Sch	8.75	
Wed 12/28	WK_SCH_ELAPSED Work Sch	8.75	
Thu 12/29	WK_SCH_ELAPSED Work Sch	8.75	
Fri 12/30	WK_SCH_ELAPSED Work Sch	8.75	

Date	Pay Code	Hours	Total
Sun 12/25	Please Select		
Mon 12/26	SCHEDULE_EL Schedule Elaps	8.75	8.75
Tue 12/27	Please Select		
Wed 12/28	SCHEDULE_EL Schedule Elaps	8.75	8.75
Thu 12/29	SCHEDULE_EL Schedule Elaps	8.75	8.75
Fri 12/30	SCHEDULE_EL Schedule Elaps	8.75	8.75
Sat 12/31	Please Select		
			35.00



Date	Pay Code	Hours	Total
Mon 12/26	HOL Holiday	7.50	
Tue 12/27	WK_SCH_ELAPSED Work Sch	8.75	
Wed 12/28	WK_SCH_ELAPSED Work Sch	8.75	
Thu 12/29	WK_SCH_ELAPSED Work Sch	8.75	
Fri 12/30	WK_SCH_ELAPSED Work Sch	8.75	

Date	Pay Code	Hours	Total
Mon 12/26	SCHEDULE_EL Schedule Elaps	1.25	1.25
Tue 12/27	Please Select		
Wed 12/28	SCHEDULE_EL Schedule Elaps	8.75	8.75
Thu 12/29	SCHEDULE_EL Schedule Elaps	8.75	8.75
Fri 12/30	SCHEDULE_EL Schedule Elaps	8.75	8.75
Sat 12/31	Please Select		
			27.50

- In the example above, the employee's regularly scheduled Flex day is the first Monday of the pay period which is also a Holiday.
- Since the employee is not scheduled for the day the Holiday falls on, he/she can change the day off to another day within the work week.

**Steps:**

1. The Manager or Auditor can go to the bottom of the timesheet and click on the **Schedule** tab.
2. Subtract the 7.5 hours of Holiday credit from another day. In the example above, the employee's regular schedule is 8.75 hours per day. (8.75-7.50 = 1.25)
3. Enter the 1.25 hours on the day in which the employee would like to make new flex day for this pay period.
4. This is a temporary change and will not affect future pay periods.

**Option 5:**

- **ONLY FLSA Exempt** (Not Overtime eligible) employees may choose to Comp the additional Holiday hours. If this option is chosen, the employee must use the Comp Time within 30 days of the Holiday.
  - Auditor adds Comp Time on the **last day worked in the pay period.**
  - The Comp Time will need to be added on the last day actually worked in the pay period.
    - For example, if an employee's regularly scheduled flex day is Friday, November 10, 2017, the Comp Time will need to be entered on Thursday, November 9, 2017 or the last day actually worked in the pay period.
  - Please see [Job Aid #10 – How to Enter Comp Time as the Auditor](#)
  - The Manager must track and assure that the 7.5 hours of Comp Time is used within 30 days