



**Please Read: These instructions have been updated from
previous Memorial Day Holiday
*Hospitals will continue to follow scheduling/pay procedures.***

Monday, July 4, 2016 - Holiday

Pay Period 6/26/16-7/9/16 (Timesheets due July 12, 2016)

If employees are on an Alternative Work Schedule or a flex schedule during a Holiday Week – please follow the procedures below:

- If the employee works an Alternative Work Schedule during a pay period where a state Holidays falls, eSTAR will automatically credit 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.
- The chart below shows:
 - The options allowed by [OMB's Alternative Work Schedules policy](#)
 - How options are to be handled in eSTAR.

| Option | eSTAR Procedure |
|--|---|
| 1. Change schedule to 7.5 hours/day for the <u>entire pay period</u> . | <ul style="list-style-type: none"> • Manager or Auditor manually adjusts the schedule tab on the employee timesheet in eSTAR. • Employee reports to work according to the revised schedule-<i>Auditor/Manager will need to temporarily change employee's schedule for pay period.</i> – Job Aid #21 – Assigning/Updating Employees Schedule |
| | <ul style="list-style-type: none"> • If the employee's regular schedule is greater |

| | |
|---|--|
| <p>2. Request leave or use of Comp Time for any hours normally scheduled to work beyond 7.5 hours on the day of the week when the holiday falls. Used when the employee will owe hours beyond the 7.5 Holiday credit</p> | <p>than 7.5 hours on a Holiday, he or she may request to use leave to make up the additional time owed.</p> <ul style="list-style-type: none"> • If an employee wants to use leave on the Holiday beyond 7.5 hours to make up owed time, he/she <u>will not</u> be able to submit a Time Off Request. The Manager or Auditor will have to add 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 |
| <p>3. Working additional hours in the pay period (flexing the time) – used when the employee will owe hours beyond the 7.5 Holiday credit.</p> <ul style="list-style-type: none"> • FLSA Covered (Overtime-eligible) employees may <u>not</u> work greater than 40 hours per work week. | <ul style="list-style-type: none"> • Employee enters additional time on timesheet on the day it is worked. <i>Example: If employee would normally work 8.5 hours on 7/4/16, eSTAR automatically pays 7.5 hours for Holiday. Employee owes one hour. If he/she works the additional hour another day, he/she will add “Additional Hours Worked” on the day it was worked.</i> • Manager approves the exception – Job Aid # 17- Exception Handling |
| <p>4. Individuals whose Flex day falls on the Holiday:</p> <ul style="list-style-type: none"> -FLSA-OT Eligible-Must flex out within the Holiday week (7/3-7/9). -Non-FLSA covered-Exempt will choose one of the following: <ul style="list-style-type: none"> o Flex out 7.5 hours within the pay period. o Auditor adds Comp Time at the end of the pay period with the holiday to be used within 30 days of the holiday. The Manager must track and assure that the 7.5 hours of Comp Time is used within 30 days. | <ul style="list-style-type: none"> • Manager needs to notify the Auditor of approved Comp Time. • The Auditor enters the comp time –Job Aid # 10 How to Enter Comp Time as the Auditor |

Additional Details for each Option:

Option 1:

- **Employee can temporarily change Alternative Work Schedule for the pay period in**

which the Holiday falls (7/3-7/9/16). The Employee can request to work 7.5 hours daily for this pay period. The Manager or Auditor can add a temporary schedule for this pay period by following Job Aid 21.

Option 2:

- **If an Employee is scheduled to work more than 7.5 hours on the Holiday** and wishes to use Comp Time or Annual Leave for the remaining scheduled hours, the Auditor or Manager must enter the leave time on the timesheet.

Please note: the Employee will not be able to submit a Time Off Request for time on the Holiday. eSTAR will generate an error and will not save the Time Off Request.

Option 3:

- **Employees may request to flex the time out from the Holiday. If an Employee is scheduled to work greater than 7.5 hours, he or she can make up the additional hours in the same pay period.** In order to do this, the Employee will need to enter the *Additional Hours Worked* on the day that they are worked.
 - The Manager or Auditor will need to acknowledge the red level exception. Once the red level exception has been acknowledged, double check that the Results tab to be sure that the hours are correct.

Option 4:

- **If an Employee is scheduled to work less than 7.5 hours on the Holiday, a yellow level exception will appear.**
 - FLSA-OT Eligible employees **must** flex the time within the work week that the Holiday falls.
 - Non-FLSA covered employees can either:
 - Flex out the time within the pay period or;
 - Auditor can add Comp Time at the end of the pay period. The Holiday flex time must be used within 30 days. The Manager must track and assure that the 7.5 hours of Comp Time within 30 days.

Please note: FLSA status can be viewed at the top of the timesheet in eSTAR.

- All Employees must be in paid status the scheduled day before and the scheduled day after the Holiday in order to receive Holiday pay.
- **Clocking employees** will need to clock in and work the scheduled day before and the scheduled day after the Holiday in order to receive credit for the Holiday. Please see the in the DHSS 24/7 Policies and Procedures documents found under “Tools” [here](#).

Please note: There will be an exception until the clocking employees clocks in and out on the scheduled day before and scheduled day after the Holiday.

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

| HR Office | Phone |
|-----------------------------|--------------|
| New Castle County | 302-255-9070 |
| Kent/Sussex Regional Office | 302-744-4558 |

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|-----------------|--------------|
| DHCI | 302-223-1550 |
| Stockley Center | 302-933-3000 |