



<https://dhss.gov/dhss/dms/hrm/estar.html>

# IMPORTANT REMINDERS!

## **Holidays:**

Monday, December 25, 2017 and Monday, January 1, 2018 are State of Delaware holidays.

***Non 24/7 Employees*** - For those employees that **flex their schedule or who an Alternative Work Schedule**, please review [Job Aid 26 – Holiday during an Alternative Work Schedule \(AWS\)](#) for important information regarding time and your paycheck.

**\*Please remember, if you are a FLSA covered (overtime eligible) employee whose flex day falls on the same day as the holiday, you **MUST** take another day off within the work week.**

## **Timesheet Approvals:**

Managers, please be sure to approve all Time Off Requests for the year by 12/31/17.

Please remember timesheets must be approved no later than 12 pm Tuesday, December 26, 2017. If you are a manager and know you will be on vacation, please delegate your group to another manager. Please see [Job Aid 20 – Delegation and Removal](#).

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

<b>HR Office</b>	<b>Phone</b>
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI / GBHC	302-223-1550
Stockley Center	302-933-3000

Happy Holidays!