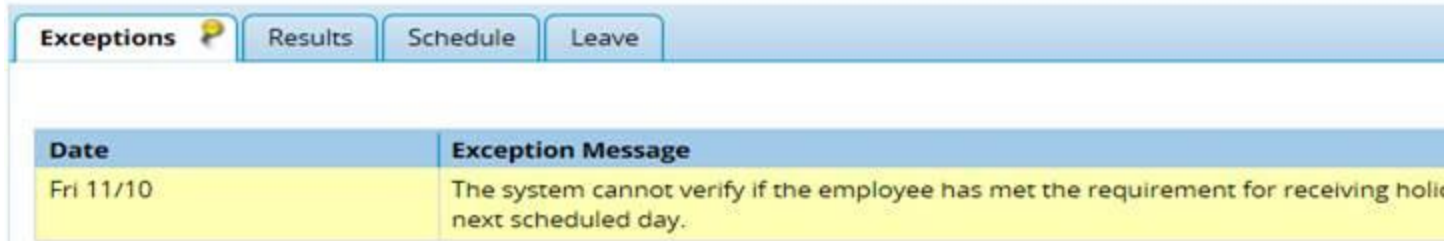


This email contains important information regarding Holidays and eSTAR for Non 24/7 DHSS employees, managers, and auditors.

There are three upcoming holidays in November, including Veteran's Day (observed 11/10), Thanksgiving Day (11/23) and the day after Thanksgiving (11/24). You will notice the following yellow level exception under the **Exceptions** tab at the bottom of the timesheet:



The screenshot shows a software interface with four tabs: 'Exceptions', 'Results', 'Schedule', and 'Leave'. The 'Exceptions' tab is active and highlighted in blue. Below the tabs is a table with two columns: 'Date' and 'Exception Message'. The table contains one row with a yellow background, indicating a warning or error. The 'Date' column shows 'Fri 11/10' and the 'Exception Message' column contains the text: 'The system cannot verify if the employee has met the requirement for receiving holiday credit on the next scheduled day.'

Date	Exception Message
Fri 11/10	The system cannot verify if the employee has met the requirement for receiving holiday credit on the next scheduled day.

This is a warning for managers and auditors to verify that the employee is in a paid status for at least .25 hours on the scheduled day following the holiday. To be eligible to receive holiday credit, employees must be in a paid status for the full, scheduled day prior to; and in a paid status for at least .25 hours on the scheduled day following the holiday. Because the upcoming holidays are at the end of the pay period, eSTAR is unable to determine whether or not this criteria has been met.

For those employees that **flex** their schedule or **work an Alternative Work Schedule** please review the updated [Job Aid 26 – Holiday during an Alternative Work Schedule \(AWS\)](#) or [Flex Schedule](#) found on the [eSTAR website](#).

IMPORTANT:

FLSA covered (Overtime eligible) employees whose flex day (day off) falls on the holiday (Friday, 11/10), **MUST** use the 7.5 hours another day **within the work week**. These employees must take another day off Monday-Thursday (11/6-11/9) to replace their regularly scheduled day off (Friday, 11/10).

Non-FLSA covered (Not overtime eligible) employees whose flex day falls on the holiday (Friday, 11/10) may elect to switch flex day OR may have their auditor re-code 7.5 hours to Comp Time, with their manager's approval. Please note, these

7.5 hours of Comp Time must be used within 30 days of the holiday. It is the manager's responsibility to ensure that the employee uses this Comp Time within the 30 day window.

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
DHCI / GBHC	302-223-1550
Stockley Center	302-933-3000