
A message from Human Resources—

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

There are five upcoming holidays in November, including Election Day (11/6), Veteran’s Day (observed 11/12), Return Day (for Sussex County, 11/8), Thanksgiving Day (11/22) and the day after Thanksgiving (11/23).

Please remember, time off requests cannot be submitted for time off on a holiday. A manager or auditor must manually add the leave on the timesheet.

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 **MUST** use the 7.5 hours another day **within the work week.**

Non-FLSA covered (Not overtime eligible) employees whose flex day falls on the holiday 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/DHCI/GBHC Regional Office | 302-223-1550 |
| Stockley Center | 302-933-3000 |