

# Absence Management: Legal Holiday for University Staff

As of the 9.2 Go-live date, Legal Holiday for University Staff employees will be administered in Absence Management (similar to all other leave usage). Timesheets will no longer allow use of TRC Codes FLHOL or NOHOL (you will be allowed to enter HOL WK – Holiday Worked).

**Display of Timesheet After Legal Holiday Processed Through Absence Management**

**Timesheet**

Employee ID

IS SPECIALIST CONF

Empl Record 0

Actions ▾

Earliest Change Date 01/07/2017

**Select Another Timesheet**

\*View By  Previous Week Next Week

\*Date 05/28/2017

Scheduled Hours 0.00      Reported Hours 0.00

Reported time on or after 01/22/2017 is for a future period.

**From Sunday 05/28/2017 to Saturday 06/03/2017**

Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/1	Fri 6/2	Sat 6/3	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	8.00							LGHOL - Legal Holiday

- The Service Center will load legal holidays to the Absence Event and UWS Absences pages for University Staff
- Holidays will be automatically loaded one pay period before the holiday occurs
- Employees who have job data changes after the automatic load occurs will need to have their legal holiday take manually updated/entered
- Once the holiday pay period becomes available in time and labor, the legal holiday takes will automatically push to the timesheet as an approved take

## How HRS will manage the legal holiday earnings and usage

- University Staff – Non-exempt should enter time in .25 increments (2.00, 2.25, 2.50, 2.75, etc.). US exempt should record 4 or 8 hours.
- There are nine legal holidays/year (72 hours for 1.0 FTE's)
- The amount of legal holiday time earned is based on the employee's FTE percentage, and is calculated by multiplying the annual allocation of 72 hours by their FTE – see examples below:
  - 100% employee receives 8 hours per holiday with a total of 72 hours per year.
  - 80% employee receives 6.5 hours per holiday (72 \* .8 = 6.5 hours/holiday)
  - 60% employee receives 4.75 hours per holiday (72 \* .6 = 4.75 hours/holiday)
- Part-time employees' earnings and usage need to be monitored so the usage is not under or over by the year end.