

## Legal Holiday - Record Absence

UW System observes nine legal holidays per year. Visit the UW System page for additional details and leave policies: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

### Legal Holiday Automatic Load

**Full time employees** (FTE 1.0) will have 8 hours of legal holiday automatically loaded to the timesheet within a few weeks of the actual holiday. If you are not working on this day due to the holiday observation, no change needs to be made to the timesheet.

**WARNING:** If time has already been submitted for the observed date prior to the legal holiday time hours being loaded, the time will need to be removed or an exception will be created.

**NOTE:** Select departments do not have legal holiday hours auto-loaded and time will need to be entered as usual.

**Full time employees (FTE 1.0) with a prepopulated schedule** whose scheduled hours fall on the observed holiday will have a maximum of 8 legal holiday hours automatically loaded.

**Part-time employees** (< 1.0 FTE) will not have legal holiday hours automatically loaded and may need to enter them manually. Follow steps for entering an absence.

### Floating Legal Holiday Absence Used

Floating Legal Holiday hours are observed holidays that fall on a Saturday or non-scheduled day. These hours are available for use at any time during the year. While available for use, the hours are not actually earned until the pay period in which the observed holiday occurs. If you leave the position before the hours are actually earned, you will need to pay back the overused hours.

If you work on a legal holiday, the hours are available to use at another time. Follow these steps to use the hours.

1. Navigate to the timesheet.
2. On the row with the date of the absence, select the absence type of *Legal Holiday* from the **Time/Absence Code** drop down list.
3. Enter the number of hours being requested in the **Quantity** field.
4. Click **Submit**.
  - a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
  - b. The Needs Approval icon will appear in the *Status* column.

### Pre-Populated Schedule with More than 8 Hours on Holiday (Full time employee)

A maximum of 8 hours will be loaded through the automatic load process. Additional time will need to be covered with another absence type (or worked), or the hours over 8 will be unpaid.

1. Navigate to the timesheet (hyperlink)
2. On the row with the legal holiday, click the **plus sign** to add a row.

3. Select the absence type to be used from the **Time/Absence code** drop down.
4. Enter the number of hours requested in the **Quantity** field.
5. Click **Submit**.
  - a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
  - b. The Needs Approval icon will appear in the *Status* column.

Timesheet		Additional Elements				<input type="checkbox"/> Show all columns by default		
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sun	1/20	<input type="text"/>	<input type="text"/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Mon	1/21 <input type="button" value="⚙"/>	<input type="text" value="2.00"/>	Vacation (FNE) <input type="text"/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>		1/21 <input type="button" value="⚙"/>	<input type="text" value="8.00"/>	Legal Holiday (FNE) <input type="text"/>	0.00

**Pre-Populated Schedule with Less than 8 Hours on Holiday (Full time employee)**

The legal holiday auto load will automatically load 8 hours. Additional hours will need to be updated so overtime is not incurred.

1. Navigate to the timesheet (hyperlink)
2. On the row with the legal holiday, update the **Quantity** field to reflect accurate hours.
3. Click **Submit**.
  - a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
  - b. The Needs Approval icon will appear in the *Status* column.