

Holiday Time Off - Frequently Asked Questions (FAQ)

- **Who is eligible for university holidays?**
 1. Employees with an FTE greater than 50%.
 2. Employees who are not students.
 3. Employees who are not in Extra Help positions.

- **Who is not eligible for university holidays?**

Extra Help employee and students.

- **When do I accrue my university holidays?**

At the beginning of the month the holiday is recognized. For example, 8 hours will show in your holiday time-off balance at the beginning of July because the 4th of July is in that month.

- **Will my university holiday be prorated if I am not a full time employee?**

Yes. For example, if your position is 50% of an FTE, you would get 4 hours of holiday time-off. This includes faculty.

- **How many hours should be in my university holiday leave balance for November?**

For November you should have 24 hours.

 1. 8hrs – Thanksgiving.
 2. 8hrs - The day after Thanksgiving.
 3. 8hrs – Veteran’s Day – this day should be used during winter break in December.

- **How many hours should be in my university holiday leave bank for December?**

For December you should have 24 hours.

 1. 8hrs-Christmas Eve.
 2. 8hrs-Christmas Day.
 3. 8hrs-In lieu of Veteran’s Day.

- **Will my university holiday automatically show as a time entered?**

No, employees must enter the university holiday as a time-off code.

- **How do I get paid for my university holidays?**
 1. Enter the time-off code “University Holiday” in Workday or Time Clock Plus (TCP).
 2. Select the respective reason, e.g. Thanksgiving, Christmas, etc.
 3. Submit.

- **How should I record my time-off for winter break in December?**

This is how your time should be recorded for winter break.

 1. December 22, 2020 Birthday or Vacation-if you have already used your birthday
 2. December 23, 2020 In Lieu of Veteran’s Day
 3. December 24, 2020 Christmas Eve
 4. December 25, 2020 Christmas Day
 5. December 28, 2020 Annual/Vacation
 6. December 29, 2020 Annual/Vacation
 7. December 30, 2020 Annual/Vacation

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|----------------------|-----------------|
| 8. December 31, 2020 | Annual/Vacation |
| 9. January 1, 2021 | New Year's Day |

Note: Which means you will have to use 32 hours of annual/vacation time if you have not already taken your birthday or 40 annual/vacation hours if you have already used your birthday.

- **Can my holiday time-off be carried over to the next year?**
No.
- **When do I record January 1st as a holiday time-off?**
After you return to work in year 2021.
- **Does my manager have to approve my holiday time-off?**
Yes.
- **What happens if I forget to enter my holiday time-off?**
You can go back into Workday and enter the time as long as it is done prior to December 31st, 2020.
- **What happens when I have to work on a holiday?**
The hours will be added to your annual leave balance as regular time.
- **What if the holiday is my regularly scheduled day off?**
The holiday will be added to your annual leave balance.
- **If I have already used my birthday time off balance?**
If you have already used your birthday time-off you will have to use a vacation day during the winter break (Winter break covers the following dates December 22, 2020, through January 1, 2021).
- **If my hire date is in the middle of November or December, will I accrue holiday time-off?**
Yes.