

# Non-Traditional Employee Holiday Process



## Non-Traditional Employee Holiday Process

Non-Traditional employees are those whose work schedules fall outside of the normal Monday through Friday work week. For example, those who work overnight shifts or those who work four 10-hour days a week are considered non-traditional employees.

Non-Traditional employees will automatically bank their holiday hours based on their schedule type of 8, 10, 12 or 24. eSTART will only bank the **Holiday Earned** hours for employees who have worked the scheduled shift prior to the holiday and the scheduled shift after the holiday. This type of employee does not have to work on the holiday for the hours to be banked.

## A Holiday is a Regular Work Day for a Non-Traditional Employee

For a non-traditional employee, a holiday is considered a regular work day. Therefore, the employee must account for the total number of hours on the scheduled work day.

In the example below, the 10-hour employee received ten hours of **Holiday Earned** and worked seven hours on the holiday. Since the employee worked seven hours but was scheduled to work ten hours, three hours of leave must be used for the remainder of the scheduled day.

If the employee observed the holiday, insert a row on the holiday date and add the **Holiday Bank Taken** pay code.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
	Sun 10/08												
	Mon 10/09	Columbus Day	10:00										
		SICK LEAVE TAKEN	3:00	7:00AM									
				10:00AM	12:00PM		12:30PM	5:30PM		7:00	10:00	10:00	10:00AM-5:30PM
	Tue 10/10			7:00AM	12:00PM		12:30PM	5:30PM		10:00	10:00	20:00	7:00AM-5:30PM
	Wed 10/11			7:00AM	12:00PM		12:30PM	5:30PM		10:00	10:00	30:00	7:00AM-5:30PM
	Thu 10/12			7:00AM	12:00PM		12:30PM	5:30PM		10:00	10:00	40:00	7:00AM-5:30PM
	Fri 10/13			7:00AM	12:00PM		12:30PM	5:30PM		10:00	10:00	50:00	7:00AM-5:30PM
	Sat 10/14											50:00	

Totals

Accruals

Historical Corrections

Audits

All

All

Account	Pay Code	Amount
004/0330/FSHQ00/134865/90570/-/-	HOLIDAY EARNED	10:00
004/0330/FSHQ00/134865/90570/-/-	REGULAR	37:00
004/0330/FSHQ00/134865/90570/-/-	SICK LEAVE TAKEN	3:00

**EMPLOYEE NOT IN PAY STATUS:** If the employee is not in pay status the scheduled work day before and after the holiday, Holiday Earned will not be granted. Add **Leave Without Pay** to the timecard on the date of the holiday when the employee is not in pay status.

**EMPLOYEE NOT IN PAY STATUS WITH NO ASSIGNED SCHEDULE:** If no schedule is assigned to the employee, Holiday Earned will always be granted.

If the employee was not in pay status, add a schedule to the day before the holiday to remove the Holiday Earned accrual. Add **Leave Without Pay** to the timecard on the date of the holiday when the employee is not in pay status.