

—SPS ALERT—

SPS Alert 131:

Special Alert - December 24 Holiday Guidance

Release date: 12/20/2019

As the December 24, 2019 holiday has been declared, please see the information below for how to handle any timesheet issues.

State Regular Employees that submitted their timesheet before Friday, Dec. 20 must open the timesheet, make a change, save and resubmit to populate the new holiday. Prior to Dec. 20, the new holiday was not listed on the timesheet for pay period Dec. 18-Dec. 31.

State Regular Employees that were scheduled to use leave on Dec. 24, they will receive the holiday and not be charged their leave time. Employees that had a leave request approved for Dec. 24, must submit a Leave Request Correction, have the Leave Request Correction approved, open the timesheet, make sure the Holiday is listed for that date and resubmit.

Contractual Employee timesheets must be approved **by noon** on Monday, December 23, 2019. Supervisors should be notified of this hard deadline. **The payroll will be processed by DBM starting at noon on Monday, December 23, 2019.**

Contractual Employees that **were scheduled to work their regular scheduled hours on Tuesday, Dec. 24, 2019** should receive pay for the day. SPMS contractals should complete their time sheet with the regular work hours (as usual); **AND** place a note in the ***Comments field*** on the time sheet on the Tuesday, Dec. 24 row: **Paid Time Off for Christmas Eve Holiday.**

Contractual Employees who were not scheduled to work will not get the holiday.

Contractual Employees who are scheduled to work AND REQUIRED to work will receive paid time off for another day. Agency Timekeepers must use the Holiday Comp Time Adjustment to grant these additional hours for the employee to use at a later date. Reminder: the employee will not be able to use the leave granted in the same period the adjustment is completed.

Contractual Employees that had already submitted their time sheets and left for the holidays, when the employee returns they can make the change to Dec. 24 and resubmit to be paid for their regular work hours for that

day.

Prescheduled Holiday Employees, an additional holiday will be added for 2019 for those able to schedule a day before the end of 2019. For employees unable to use the additional holiday in 2019, they will have the holiday added to the 2020 prescheduled hours balance.
