

—SPS ALERT—

Special Alert— December 24, Holiday Guidance 2020 SPS Alert 165

Release date: 12/17/2020

As the December 24, 2020 holiday has been declared, please see the information below for how to handle any timesheet issues.

State Regular Employees who were scheduled to use leave on Dec. 24 will receive the holiday and not be charged their leave time. Employees who had a leave request approved for Dec. 24 in Workday 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 submit as usual.

Contractual Employee timesheets must be approved **by noon** on Tuesday, December 22, 2020. Supervisors should be notified of this hard deadline. **The payroll will be processed by DBM starting at noon on Tuesday, December 22, 2020.**

Contractual Employees who were scheduled to work their regular scheduled hours on Thursday, Dec. 24, 2020 should receive pay for the day. SPMS contractuales 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 Thursday, 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 to be used on another date. 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.

Prescheduled Holiday Employees, an additional holiday will be added for 2020 for those able to schedule a day before the end of 2020. For employees unable to use the additional holiday in 2020, they will have the holiday added to the 2021 prescheduled hours balance.
