

—SPS ALERT—

SPS Alert 263: HR, Timekeeping, Payroll and Benefits Updates

Release Date: 12/22/2025

SPMS Agencies* News:

- **Wednesday, Dec. 24th Holiday and Friday, Dec. 26
Liberal Leave Declaration**

Governor Moore has declared Christmas Eve, December 24, 2025, an additional holiday, for both State regular and contractual employees and declared Liberal Leave for Friday, December 26, 2025.

We request that you share the information below, it is also attached below, with your employees to ensure that they properly code their timesheets, or make corrections, if necessary.

Christmas Eve – December 24, 2025 State Holiday Timesheet Guidance for Employees

Employees should follow the guidance below based on the employee's employment type. Questions should be directed to the Agency HR or Payroll Office.

State Regular Employees

State Regular Employees will see the new Dec. 24th holiday on their timesheets with the start of the new pay period that starts on Wednesday, Dec. 24th. Employees will submit timesheets as usual at the end of the pay period.

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** in SPS Workday for Dec. 24, must submit an **Absence Correction**, have the Absence Correction approved, open the timesheet, make sure the Holiday is listed for that date and resubmit for approval. Manage Absence is under the **Time Management Hub** and can be found under the **Menu** on the top left of the home page.

Prescheduled Holiday Employees

- An additional holiday will be added for 2025 for those able to schedule a day before the end of 2025. For employees unable to use the additional

holiday in 2025, the holiday will be added to the 2026 prescheduled hours balance.

Contractual Employees

- **Contractual Employees** who were scheduled to work their regularly scheduled hours on Wednesday, Dec. 24, 2025, should receive pay for the day. SPMS contractals should complete their timesheet with regular work hours not to exceed their regularly scheduled day (as usual) **AND** place a note in the ***Comments field*** on the timesheet on the Wednesday, Dec. 24 row: **Paid Time Off for Christmas Eve Holiday (Observed)**.
- **Contractual Employees** who do not work on Wednesday Dec. 24, because it is not part of their regular work schedule will **not** get the Christmas Eve holiday.
- **Contractual Employees** who are scheduled to work **AND REQUIRED** to work on Dec. 24 will receive paid time off for another day. Agency Timekeepers will make this adjustment for employees.
- **Contractual Employees** who have already submitted their timesheets and left for the holidays: upon return to work, the employee should make the change to Dec. 24 and resubmit the timesheet to be paid for their regular work hours for that day – not to exceed the regularly scheduled day (as usual) **AND** place a note in the ***Comments field*** on the timesheet on the Tuesday, Dec. 24 row: **Paid Time Off for Christmas Eve Holiday (Observed)**.

December 26, 2025 Liberal Leave

Liberal leave is being declared for Non-Essential State Employees for Friday, Dec. 26, 2025. Non-Essential employees who report to the office may use liberal leave upon notification to the employee's supervisor.

Emergency essential employees should report as scheduled.

Timesheets will be coded with the approved leave type or worktime.

*Note: This information also applies to the CPBI agencies that use SPS/Workday Time and Absence.

- [Christmas Eve State Holiday Timesheet Guidance for Employees 2025 Final w LL.docx](#)

