**Eligibility for Holiday/Paid Leave Days**

University rule number 3359-26-04states:

*In order to qualify for holiday pay, an employee must be in an active pay status on regularly-scheduled work days both prior and subsequent to the holidays.*

Example: An employee who works 8 hours a day, Monday through Friday, must have 8 hours of active pay status on December 22, 2022, and January 2, 2023, to be compensated for December 23, 2022 – January 1, 2023. Employees retiring or whose contract ends on December 31, 2022, are entitled to the Christmas Eve and Christmas holidays and paid leave days through December 31, 2022, as long as they are in an active pay status on December 22, 2022. Employees resigning their position must comply with the university rule; otherwise their last day worked will be considered their last paid day.

**Time Reporting in EmpCenter**

**FT Non-exempt (Hourly)**

*Holiday hours will be automatically populated on the time sheet.*

* For employees who report time on more than one time sheet, it may be necessary to adjust the hours.
* For employees who are on unpaid leave the day before and/or the day after, the manager should zero out the Holiday hours

*Paid Leave days will* ***NOT*** *be automatically populated on the time sheet.*

Not worked:

* Employee/Timekeeper/Manager will enter **Additional Paid Leave** (PDL) paycode and hours on the time sheet on these dates (December 27, 28 and 29).

Worked:

* Some University offices will be required to maintain normal operating hours to maintain essential services. If you are scheduled to work on one of the additional paid leave days, you will be entitled to use the additional paid time off on another day equal to the number of hours worked. Since the additional days off are not Board approved holidays**, time worked is not reported as overtime or compensatory time.**
* Employee will report hours worked as usual (Clock, Staff Regular Earnings). System will add an equal number of hours to the Extra Paid Days Off leave balance.

Use:

* When the employee takes a day off, they will use the **Worked Paid Leave** (WPL) pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2023.

**PT Non-exempt**

*Holiday hours will* ***NOT*** *be automatically populated on the time sheet.*

* PT non-exempt employees who normally work on the day of the week on which a holiday is observed, Employee/Timekeeper/Manager will enter the **Holiday** paycode and hours on the time sheet on these dates.

*Paid Leave days will* ***NOT*** *be automatically populated to the time sheet.*

Not-worked:

* PT non-exempt employees who normally work on the day of the week on which a paid leave day is granted, Employee/Timekeeper/Manager will enter the **Additional Paid Leave** (PDL) pay code and hours on the time sheet on these dates.

Worked:

* PT non-exempt employees who normally work on the day of the week on which a paid leave day is granted, (December 27, 28 and 29), Employee/Timekeeper/Manager will use the **Extra Paid Days Off – ADJ** pay code to add hours to the Extra Paid Days Off leave balance. Employee will report actual hours worked as usual (Clock, Staff Regular Earnings).

Use:

* When the employee takes a day off, they will use the **Worked Paid Leave** (WPL) pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2023.

**CONTINUED ON BACK**

**Intermittent PT Non-exempt**

Not worked:

* N/A

Worked:

* Employee is paid for hours worked. No additional paid time off is accrued.

**Exempt (Salaried)**

Not worked:

* N/A

Worked:

* Timekeeper/Manager will use the **Extra Paid Days Off - ADJ** pay code to add hours to the Extra Paid Days Off bank balance.
* When the employee takes a day off, they will use the **Worked Paid Leave** (WPL) pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2023.

**See the Extra Paid Days Off job aid on the EmpCenter training web site at** [**http://www.uakron.edu/training/empcenter.dot**](http://www.uakron.edu/training/empcenter.dot) **for more information.**

Please contact one of the Payroll Staff if you have questions.

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