



Time Sheet Instructions
Juneteenth Holiday Observance
June 18, 2021

As a follow-up to last week's announcement of the new Juneteenth holiday observed Friday, June 18, 2021, Human Resources and the Payroll Department have prepared instructions for completing timesheets.

Timesheet entry for employees who observed the Juneteenth holiday on Friday, June 18, 2021, and did not report for their regularly scheduled shift:

- Enter the "Leave with Pay" pay code along with the corresponding number of regularly scheduled hours. In the comments box, put "Juneteenth."

Fri 06/18		Leave with Pay			8.00	Juneteenth
		Please Select:				

Note: Employees scheduled for paid time off (i.e., vacation or sick leave) on this day must cancel the time off request and enter as Leave With Pay.



Timesheet entry for employees who worked their scheduled shift on Friday, June 18, 2021

- Non-exempt (hourly staff) – Enter daily hours as usual.
- Exempt (salaried CP, Staff, and Faculty) – No action required.

Employees who worked on Friday, June 18, 2021, will receive equal time off (full day increment) on a mutually agreed upon day, coordinated with their supervisor, to be taken no later than June 17, 2022. Please note that this day will not appear in a leave bank balance. It is up to the employee and the supervisor to track eligibility and coordinate observance Juneteenth at a future date.

When taking an alternate day, employees must:

- Enter the "Leave with Pay" pay code for the number of hours scheduled to work, and in the comments box, put "Juneteenth." This time off must be taken in full-day increments.

Fri 06/18		Leave with Pay			8.00	Juneteenth
		Please Select:				