

## UNIVERSITY HOLIDAY TIME OFF

All employees that accrue leave must request University holidays in Workday using the 'University Holiday' time off plan.

At the beginning of each month in which a holiday occurs, the appropriate number of hours, based on your full-time equivalency, will be deposited into the 'University Holiday' time off plan. Holidays do not have to be used in the month they are accrued but must be used in that calendar year.

- Example: On November 1, hours for Veteran's Day, Thanksgiving Day and the Day After Thanksgiving Day will be deposited into your 'University Holiday' time off plan. Beginning November 1, you can request Thanksgiving Day and the Day After Thanksgiving Day using that time off type.

Contact your Human Resources office for your institution's holiday schedule.

## EMPLOYEE BIRTHDAY TIME OFF

Employees eligible for annual leave will accrue a day of time off on their birthday that will be deposited to the 'Employee Birthday' plan. This birthday time off may be used at any time, but it is suggested to save it for use over the December holiday break. Birthday leave expires at the end of the calendar year in which it was accrued.

## VIEWING TIME OFF BALANCES


From the Workday Home page:

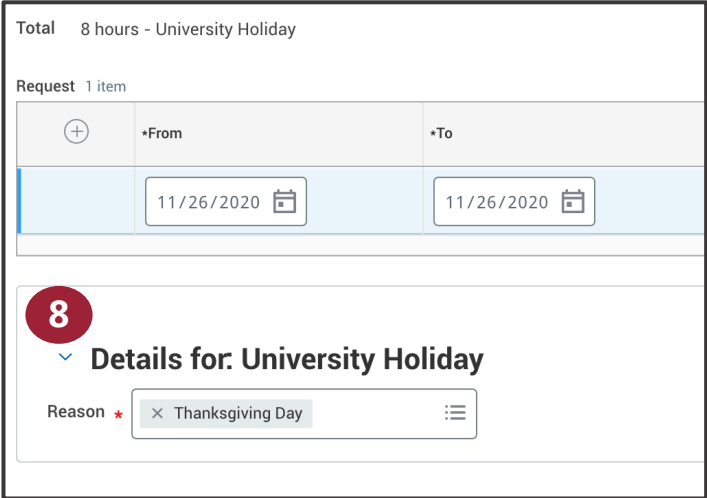
1. Click the **Absence** application.
2. Click the **Absence Balance** button in the View section.
3. Enter a date in the **As Of** field. Change the As Of date to be that of a month with a holiday to see the holiday time off that will accrue in the University Holiday plan.
4. Click **OK**. A report of your Balances As Of the date entered displays. Balances are tracked in hours.
5. The 'Ending Period Balance Including Pending Events' column displays your leave balance for each category.

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
Annual Time Off	Hours	0	120	20	117.5	0	0	0	117.5	117.5
CEAL	Hours	0	8	0	8	0	0	0	8	8
Comp Time Off	Hours	0	1.5	0	1.5	0	0	0	1.5	1.5
Employee Birthday	Hours	0	8	0	0	8	0	0	8	8
Families 1st Coronavirus Response Act (Cat 1-4 & 6)	Hours	0	80	0	80	0	0	0	80	80
Military	Hours	0	0	0	0	0	0	0	0	0
Sick Time Off	Hours	0	80	0	124.5	0	0	0	124.5	124.5
University Holiday	Hours	0	24	0	0	24	0	0	24	24
<b>Total:</b>									363.5	363.5

## REQUESTING HOLIDAY TIME OFF

From the Workday Home page:

1. Click the **Absence** application.
  2. Click **Request Absence** under the Request section.  
The absence calendar displays.
  3. Click on the **date** you wish to use holiday time off for.  
Generally, this day will display as a holiday on the calendar.  
When selecting holiday time off, only one day can be requested at a time.
  4. Click **Request Absence**.
  5. Select **Time Off** as the type, then select **University Holiday**.
  6. Click **Next**.
  7. Click the **Edit Quantity per Day** button and enter your normal scheduled hours.
  8. In the Details for: University Holiday section, click the **Reason** field and select the holiday you will be using.
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- Note: Most times you will be selecting the holiday that corresponds with the day selected (i.e. Thanksgiving Day as the reason for Thanksgiving). Over the December holiday break, you may select a holiday that was banked, such as Veteran's Day.
9. Click **Submit**.
  10. Repeat for any additional holidays in the month if applicable, since each holiday can only be requested one at a time.



Total 8 hours - University Holiday

Request 1 item

	From	To
	11/26/2020	11/26/2020

8

Details for: University Holiday

Reason \*



Note: All holiday time must be requested/approved by the end of the pay period that the holiday occurs in. For New Year's Day, the hours will not accrue until the actual day, so be sure to request that holiday as soon as you return to work in January.

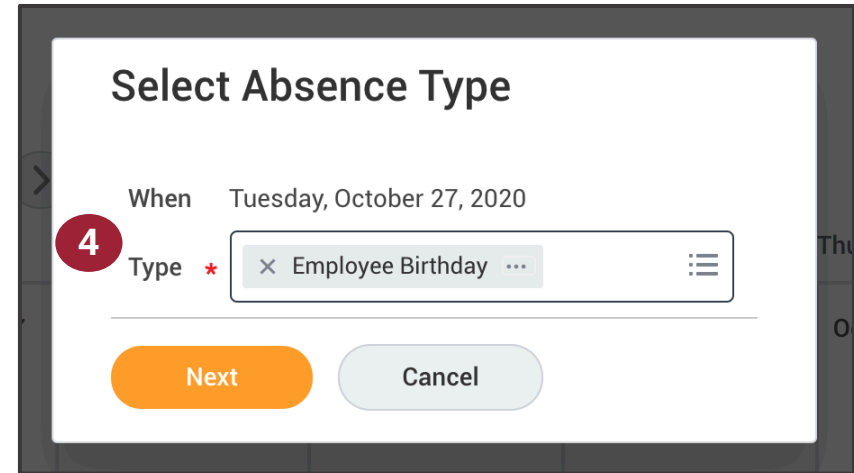


Note: If an employee works during a university holiday, the holiday hours they did not use will be added to their annual leave balance and can be used at any time. Contact your Absence Partner for more information.

## REQUESTING BIRTHDAY TIME OFF

From the Workday Home page:

1. Click the **Absence** application.
2. Click **Request Absence** under the Request section.  
The absence calendar displays.
3. Click on the **date** you wish to use birthday time off for.  
Click **Request Absence**.
4. Select **Time Off** as the type, then select **Employee Birthday**.
5. Click **Next**.
6. Click the **Edit Quantity per Day** button and enter your normal scheduled hours.
9. Click **Done**.
10. Your request will then route to your manager for approval.



Note: Birthday time off accrues on your birthday and must be used in the same calendar each that it is accrued.