

HOLIDAY & CLOSURE PAY

Purpose: This document outlines the guidelines for entering holiday and closure hours in Workday, applicable to all non-exempt (hourly) staff working more than 50%.

HOLIDAYS

Staff Who Did Not Work On The Holiday

Non-exempt staff members with full time schedule

Non-exempt staff member with a 50-95% schedule

Staff Who Did Work On The Holiday

Non-exempt staff members with full time schedule

Non-exempt staff member with a 50-95% schedule

CLOSURE DAYS

Staff Who Did Work On The Closure Day

Non-exempt staff members with full time schedule

Staff Who Did Not Work On The Closure Day

Non-exempt staff members with full time schedule

Non-exempt staff member with a 50-95% schedule

Non-exempt staff members with full time schedule that includes weekends



Notes:

- The holiday and closure hours will populate on the timesheet automatically for Non-exempt staff members with a **full time schedule**.
- Non-exempt staff with a full time schedule with a **weekend schedule** will need to enter Closure Adjustment to be paid for that day.
- Temporary or part-time staff working **less than 50% of a full-time schedule** are compensated only for hours worked and do not receive closure or holiday pay. If you work during the closure, enter your regular hours worked.

HOLIDAYS

Staff Who Did Not Work On The Holiday

Non-exempt staff members with full time schedule:

The holiday hours will populate on the timesheet automatically.

Non-exempt staff member with a 50-95% schedule:

Add a time block with the **Time Type** of **Holiday Adjustment** with a negative number of hours to reduce your holiday hours to match your shift. The rest of the week populates with the Holiday & Closure schedule.

Example: 7 Holiday and -3 Holiday Adjustment to equal 4 hours of Holiday pay.

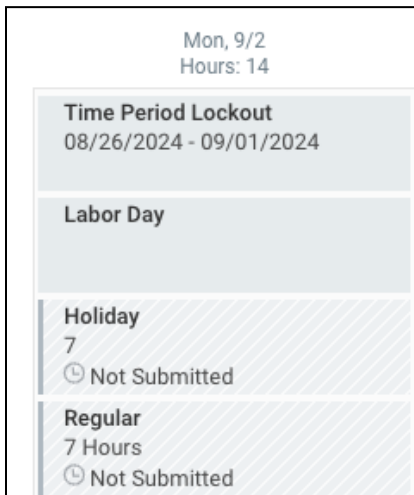
The image shows a screenshot of the Workday interface. On the left, a summary for Monday, 9/2, shows 4 total hours. It lists three categories: 'Time Period Lockout' (08/26/2024 - 09/01/2024), 'Labor Day', and 'Holiday' (7 hours, Not Submitted). Below that, it shows 'Holiday Adjustment' (-3 hours, Not Submitted). On the right, a modal window titled 'Enter Time' is open for the date 09/02/2024. The status is 'Not Submitted'. The 'Time Type' is set to 'Holiday Adjustment'. The 'Hours' field contains '-3'. There is a 'Details' section with a 'Comment' field. At the bottom of the modal are buttons for 'View Details', 'Cancel', 'Delete', and 'OK'.

Staff Who Did Work On The Holiday

Non-exempt staff members with full time schedule:

The holiday hours will populate on the timesheet automatically. You will then add another time block for Regular hours for the amount worked.

Example: 7 Holiday hours and 7 Regular hours worked for a total of 14 hours.



Mon, 9/2
Hours: 14

Time Period Lockout
08/26/2024 - 09/01/2024

Labor Day

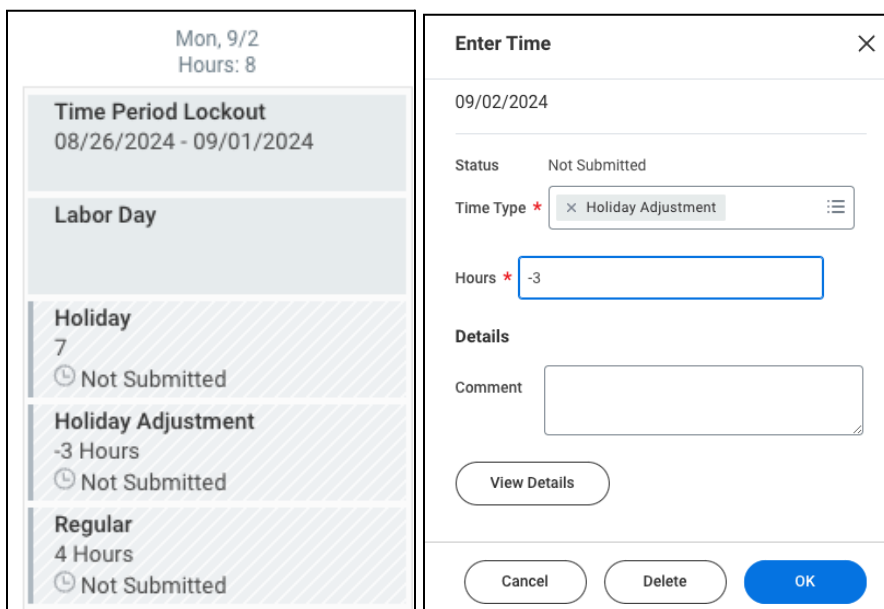
Holiday
7
⌚ Not Submitted

Regular
7 Hours
⌚ Not Submitted

Non-exempt staff member with a 50-95% schedule:

Add a time block with the **Time Type** of **Holiday Adjustment** with a negative number of hours to reduce your holiday hours. The rest of the week populates with the Holiday & Closure schedule.

Example: 7 Holiday hours and -3 Holiday Adjustment to equal 4 hours of holiday pay. Then add another time block for hours worked as Regular.



Mon, 9/2
Hours: 8

Time Period Lockout
08/26/2024 - 09/01/2024

Labor Day

Holiday
7
⌚ Not Submitted

Holiday Adjustment
-3 Hours
⌚ Not Submitted

Regular
4 Hours
⌚ Not Submitted

Enter Time [X]

09/02/2024

Status Not Submitted

Time Type *

Hours *

Details

Comment

View Details

Cancel Delete OK

CLOSURE DAYS

Staff Who Did Work On The Closure Day

Non-exempt staff members with full time schedule:

If your scheduled day was on a closure day, you will add **Regular** hours for the amount you worked.

Example: 4 hours worked on Monday with 3 Closure Hours, and 7 hours worked on Tuesday.

Mon, 2/17 Hours: 7	Tue, 2/18 Hours: 7
Time Period Lockout 02/10/2025 - 02/16/2025	Closure Day
Closure Day	Regular 7 Hours 🕒 Not Submitted
Closure Day 3 🕒 Not Submitted	
Regular 4 Hours 🕒 Not Submitted	

Staff Who Did Not Work On The Closure Day

Non-exempt staff members with full time schedule:

The closure hours will populate on the timesheet automatically.

Non-exempt staff member with a 50-95% schedule:


Add a time block with the **Time Type** of **Closure Adjustment** with a negative number of hours to reduce your closure hours to match your shift. The rest of the week populates with the Holiday & Closure schedule.

Example: 7 Closure and -3 Closure Adjustment to equal 4 hours of Closure pay.

The image shows a screenshot of the Workday interface. On the left, a summary for Thursday, 12/26 shows 0 hours. Below this, there are two entries: 'Closure Day' with 7 hours and 'Closure Day Adjustment' with -3 hours, both marked as 'Not Submitted'. On the right, a modal window titled 'Enter Time' is open for the date 12/26/2024. It shows the status as 'Not Submitted', the time type as 'Closure Day Adjustment', and the hours as '-3'. There is a 'Details' section with a 'Comment' field and a 'View Details' button. At the bottom of the modal are 'Cancel', 'Delete', and 'OK' buttons.

Non-exempt staff members with full time schedule that includes weekends:

Workday will not populate the weekend as a closure or a non-scheduled day worked. You will need to enter a time block with the **Time Type** of **Closure Adjustment** to be paid for that day.

 *Note:* For weekend employees that temporarily changed their schedule from a weekend schedule to Monday - Friday in workday, the closure hours will populate Monday - Friday.

Example: 7 Closure Hours Adjustment for an employee who is regularly scheduled for Saturday.

<p>Sat, 12/28 Hours: 0</p> <p>Closure Day Adjustment 7 Hours ⌚ Not Submitted</p>	<p>Enter Time ×</p> <p>12/28/2024</p> <p>Time Type * × Closure Day Adjustment ⋮</p> <p>Hours * 7</p> <p>Details</p> <p>Comment <input type="text"/></p> <p>Cancel OK</p>
---	--