SOP - Holidays

How holidays work
• Each year Albemarle County Public Schools and Local Government establish a holiday schedule for 12-month employees.
• 10/11-month employees do not receive holiday leave.
• If you are a non-exempt employee and work on a designated holiday, you can flex the hours worked later in the same work week or be paid out for them automatically.
• If you are an exempt employee and work on the holiday, you must email your supervisor to request that the day of leave be put into your holiday flex bucket. This leave must be used before the end of the fiscal year.
• Any regular or temporary employee observing a non-County-observed religious holiday occurring on the employee’s workday may request time off. Supervisors should allow employees to take time off for such occasion if the time off can be accommodated.

Relevant policy information
Local Government: P-86 – Leave Program, P-61 – Staff Schedules, Time Tracking, and Compensation Policy
Public Schools: GCC – Leave Policy, GCJ – Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation

Step-by-step documentation

What employees need to know
• If you are a non-exempt employee and work on a designated holiday, you will log your time as you would on a regular workday.
• Non-exempt employees can flex some or all of the holiday hours worked later in the same work week, pending supervisor approval.
  o If you do not use the holiday hours within the same work week, you will be paid out for them automatically.
  o If you want to take the hours worked later in the week, you must send an email to your supervisor requesting to do so. Your supervisor will then apply the “Holiday Flex Used” hours to your timecard for the specified date/time.
• If a non-exempt employee doesn’t work on the holiday but works additional time in the week, the supervisor will add ‘holiday flex’ pay code to the employee’s timecard with an amount equal to the additional time, so that the employee is paid at the regular hourly rate for the additional hours worked.
• If you are exempt and work on the holiday, you must email your supervisor requesting that the day of leave be put into your holiday flex bucket. This leave must be used before the end of the fiscal year or it will be forfeited.

What supervisors need to know
• If an exempt employee works on a holiday, he/she should request via email to have that day of leave put into his/her holiday flex bucket.
  o See “Holiday flex hours for exempt employees” for process.
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- When an exempt employee wants to use that day of holiday leave, he/she should request via email to have the day of leave applied to his/her schedule by the supervisor.
  o See “Holiday flex hours for exempt employees” for process.
- If a non-exempt employee works on a holiday and wants to flex the hours within the same work week, he/she should request to do so via email.
  o See the “Holiday flex hours for non-exempt employees” process for how to apply holiday flex hours to a non-exempt employee’s timecard.
- If a non-exempt employee works additional hours in the week, but doesn’t work on the holiday, the supervisor must apply the holiday flex pay code to the employee’s timecard to pay the employee at the regular hourly rate for those additional hours.
  o See the “Holiday flex hours for non-exempt employees” process for how to apply the holiday flex pay code.

What timekeepers need to know

- Review usage of holiday flex hours as part of your regular auditing process.
- Review application of the holiday flex pay code for non-exempt employees who work additional hours during a holiday week as part of your regular auditing process.