

Alternate Holiday- Religious Observance

Management may approve a permanent employee's request to exchange the paid Spring Holiday or Winter Break Holidays in TIM for another recognized religious holiday within the employee's religious faith, provided that meaningful work can be accomplished by the employee on the scheduled Holiday. The unscheduled religious holiday and the University's scheduled holiday must occur in the same calendar year.

EMPLOYEES

On the day of the scheduled Spring or Winter Break Holiday-

1. If the employee has received management approval, they should capture/enter their hours worked on the scheduled holiday as usual in TIM.
2. If the hours worked on the scheduled holiday do not equal the total amount of Holiday hours granted, leave taken hours must be entered.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Mon 4/11			8:01AM		11:59AM	12:59PM		5:01PM	8.0	8.0	8.0
+ x	Tue 4/12			7:59AM		12:01PM	1:00PM		4:59PM	8.0	8.0	16.0
+ x	Wed 4/13			8:01AM		11:59AM	1:01PM		5:02PM	8.0	8.0	24.0
+ x	Thu 4/14			7:59AM		12:00PM	12:59PM		5:01PM	8.0	8.0	32.0
+ []	Fri 4/15	SPRING HOLIDAY	4.0									
+ x		Vacation	4.0									
+ x				8:00AM		11:59AM				4.0	12.0	44.0
+ []	Sat 4/16											44.0
+ []	Sun 4/17											44.0

TIM ADMINISTRATORS

Ensure hours worked as well as leave taken hours (if needed) have been entered on the scheduled Spring or Winter Break holiday. Remove any remaining Holiday hours.

1. Open the timecard of an employee who has received management approval to work on the Spring or Winter Break holiday.
2. Confirm that the employee has hours worked as well as leave taken hours (if needed) recorded in the timecard on the Spring or Winter Holiday.
3. Leave taken hours will not reduce Holiday hours. If there are leave taken hours on the holiday, click the plus sign to add a new row.
4. Select the Holiday pay code and enter a negative amount of hours to cancel the remaining Holiday hours.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Mon 4/11			8:01AM		11:59AM	12:59...		5:01PM	8.0	8.0	8.0
+ x	Tue 4/12			7:59AM		12:01PM	1:00PM		4:59PM	8.0	8.0	16.0
+ x	Wed 4/13			8:01AM		11:59AM	1:01PM		5:02PM	8.0	8.0	24.0
+ x	Thu 4/14			7:59AM		12:00PM	12:59...		5:01PM	8.0	8.0	32.0
+ x	Fri 4/15	Holiday	-4.0									
+ x		SPRING HOLIDAY	4.0									
+ x		Vacation	4.0									
+ x				8:00AM		11:59AM				4.0	8.0	40.0

On the Observed Religious Holiday, add Alternate Holiday hours in the timecard.

1. Confirm that the employee has hours worked as well as leave taken hours (if needed) equal to the granted Holiday amount of hours on the Spring or Winter Break Holiday in the timecard.
2. Then, on the observed religious Holiday, select the *Alternate Holiday* pay code and enter hours to pay the employee for that day.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Mon 5/02	Alternate Holiday	8.0								8.0	8.0
+ x	Tue 5/03			8:01AM		11:59AM	1:01PM		5:00PM	8.0	8.0	16.0
+ x	Wed 5/04			7:59AM		12:00PM	12:59...		4:59PM	8.0	8.0	24.0
+ x	Thu 5/05			8:00AM		12:01PM	1:01PM		5:01PM	8.0	8.0	32.0
+ x	Fri 5/06			7:58AM		12:00PM	1:00PM		5:01PM	8.0	8.0	40.0
+ x	Sat 5/07											40.0
+ x	Sun 5/08											40.0