Guide to
Special College Closures
and
How to Record Hours during Closures
# Pay for Special Day Off (formerly known as “Presidential Day”)

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>‘Special Day Off’ Falls On</th>
<th>Benefit if the Employee <strong>Must</strong> Work on the ‘Special Day Off’</th>
<th>Benefit if the Employee <strong>Does Not Work</strong> on the ‘Special Day Off’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (five days 7.5/8 hours per day) or part-time</td>
<td>On a regularly scheduled work day</td>
<td>Regularly scheduled hours for the day (NORM) and Special Day Off (SDOS) must be saved for future use.</td>
<td>Regularly scheduled hours for the day to be recorded as Special Day Off pay (SDO)</td>
</tr>
<tr>
<td>Full-time (five days 7.5/8 hours per day)</td>
<td>Other than a regularly scheduled work day</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Part-time</td>
<td>Other than a regularly scheduled work day</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Alternative work week (4x10 hour days, 3x12 hour days, etc.)</td>
<td>A regularly scheduled work day</td>
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Reporting ‘Special Day Off’ Hours in Timepro

When the President declares a College closure or Special Day Off, many employees who are scheduled to work on that day receive paid time off. Although Special Day Off closures provide for paid time off, they are NOT considered College holidays and special rules apply:

Employees who are not required to work

- Employees who are not required to work receive pay for their regularly scheduled hours for the day. Compensation for a ‘Special Day Off’ is meant to make the employee’s paycheck “whole” therefore, ‘Special Day Off’ hours will not be subject to overtime compensation.
- Employees who were not scheduled to work on the declared ‘Special Day Off’ do not receive any “extra” compensation. Unlike College holidays, full time employees would not save the ‘Special Day Off’ for future use and part-time employees would not be able to save 1/5 of their regularly scheduled hours for future use.
- Full time, part time or alternate work week employees, who are entering time through the Web Timesheet, should enter their normally scheduled hours using the pay code SDO (‘Special Day Off’).

Employees who are required to work

- Employees who MUST work on a declared ‘Special Day Off’ receive pay for their regularly scheduled hours and must save an equivalent number of hours for future use. Hours are banked in the employee’s vacation bank. Unlike College holidays, employees cannot be paid for their hours worked AND be paid for the ‘Special Day Off’ hours, too.
- Employees who are using the time clock method (including virtual) must report their ‘Special Day Off’ hours (via the blue Payroll Adjustment Request form) to their managers -- the manager in turn will enter the hours into Timepro.
- Employees, who worked on a ‘Special Day Off’ and are SAVING the ‘Special Day Off’ hours, should enter two lines within Timepro. The first line should be the worked hours (Pay Type - NORM) and the second line should be the ‘Special Day Off’ saved hours (Pay Type - SDOS). The system will automatically add these hours to the employee’s vacation bank. If for some reason, an employee is scheduled to work 8 hours and is required to work an extra amount of time beyond the 8 hours, (s)he should enter the actual number of hours worked on the first line (e.g., 10 hours, Pay Type - NORM) and the second line should indicate the ‘Special Day Off’ saved hours equal to the regularly scheduled hours only (8 hours, Pay Type - SDOS).
  Be careful - if you normally have a lunch deduction, this must also be included when entering your ‘Special Day Off’ hours.
- Be sure to verify that the total number of hours reported are correct.
Examples of ‘Special Day Off’ Recording in Timepro

Monday, Oct 11 was declared a ‘Special Day Off’

Example 1
Status: Full-time (five days 7.5/8 hours per day) or part-time
‘Special Day Off’ Falls On: A regularly scheduled work day
Benefit if the Employee must work on the ‘Special Day Off’: Regularly scheduled hours for the day, to be saved as vacation hours for future use (SDOS):

Example 2
Status: Full-time (five days 7.5/8 hours per day) or part-time
‘Special Day Off’ Falls On: A regularly scheduled work day
Benefit if the Employee does not work the ‘Special Day Off’: Regularly scheduled hours for the day, to be taken as ‘Special Day Off’ pay (SDO)
Example 3
Status: Full-time (five days 7.5/8 hours per day) or part-time
‘Special Day Off’ Falls On: A day not regularly scheduled to work
NO Benefit if the Employee does not work the ‘Special Day Off’: No hours are recorded at all

Example 4
Status: Alternative work week full-time (4x10 hour days, 3x12 hour days, etc.)
‘Special Day Off’ Falls On: A regularly scheduled work day
Benefit if the Employee must work on the ‘Special Day Off’: Regularly scheduled hours for that day must be saved as ‘Special Day Off’ pay (SDOS) in vacation bank.

Example 5
Status: Full-time or part-time
‘Special Day Off’ Falls On: A regularly scheduled work day
Benefit if the Employee must work “part” of the ‘Special Day Off’: Employee records hours worked as NORM, enters a second line indicating the same number of hours as ‘Special Day Off’ Saved (SDOS) and records a third line for the rest of the hours as ‘Special Day Off’ (SDO)
What happens when a ‘Special Day Off’ and a College Holiday fall in the same pay period?

Employees should apply the ‘Special Day Off’ guidelines for recording time on that day (not subject to overtime; if the employee works, then a comparable number of hours must be saved for future use only; if an employee was not scheduled to work on the ‘Special Day Off’, no hours are recorded). However, the Holiday reporting guidelines remain in place for the holiday itself (employees who work may elect to get paid NORM plus HOL pay or may save the holiday hours (HOLS), part-time employees may save 1/5 of their weekly regularly scheduled hours for future use, etc.).

For this example, Thursday, October 14 was declared a ‘Special Day Off’ and Friday October 15 was an official College Holiday.

Example 1  Employee takes both days off
Status: Full-time or part-time
‘Special Day Off’ Falls On: A regularly scheduled work day
Holiday Falls on: A regularly scheduled work day
Benefit if the Employee does not work on the ‘Special Day Off’ (SDO) or the Holiday (HOL): Regularly scheduled hours for both days

If the employee was not scheduled to work any hours on October 14, then NO hours would be recorded on that day.

If the employee was not scheduled to work on the Oct 15th holiday, (s)he would be able to save 1/5 of the weekly scheduled hours as holiday saved (HOLS), to be used at a future date.
Example 2 Employee works both days
Status: Full-time (five days 7.5/8 hours per day) or part-time
‘Special Day Off’ Falls On: A regularly scheduled work day
Benefit if the Employee must work on the ‘Special Day Off’: Regularly scheduled hours for the ‘Special Day Off’, to be saved as vacation hours for future use (SDOS) only.
College Holiday Falls On: A regularly scheduled work day
Benefit if the Employee must work on the College Holiday: Regularly scheduled hours for the Holiday (HOL) or saved for future use (HOLS). In this case, the employee wanted to be paid for the extra holiday hours.