Recording a Special Day Off

Did you work on the Special Day Off?

Yes

To save the time to your vacation balance for future use in addition to being paid, enter your hours and select the time entry type: Special Day Off (Worked/Saved)

If you work part of a Special Day Off (i.e., 4 hours out of 8 hours), enter 4 hours of Special Day Off (Worked/Saved) and 4 hours of Special Day Off to be paid a full 8 hours.

No

Does the Special Day Off fall on a regularly scheduled work day?

Yes

Enter your regularly scheduled hours and select the time entry type: Special Day Off

No

Do not make any entry. You are not eligible for the Special Day Off.

IMPORTANT NOTE: If you were scheduled for a vacation day on a declared Special Day Off, you may record the Special Day Off and retain your vacation time. However, if you were scheduled to work and you call in sick, you must use and record Sick time rather than the Special Day Off.

Time Entry Type Descriptions

Special Day Off – To report hours when the President declares a Special Day Off. Used when the employee does not work the Special Day Off: pay will be commensurate with hours regularly scheduled on that day.

Special Day Off (Worked/Saved) – To report hours when the President declares a Special Day Off AND the employee must work. Employees must use this time entry type if (s)he worked; the employee may not elect to be paid instead. Hours (equal to the number of hours worked) will be paid and added to employee’s vacation bank for future use.

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For support, call 798-7070