

Messenger:

RE: Requirements for recording time for observing holidays for employees who have elected and have an approved Optional Work Schedule.

NOTE: This requirement for recording time does not apply to those employees who have an approved 5 day work week, University Police Officers and Power Plant employees.

Employees are entitled to time off for holidays. Holidays will be observed as being for 8 hours (which is a normal day in a normal 40 hour week). In the event that an employee has elected to work a 40 hour optional schedule such as 10-hour days for four days per week or a schedule consisting of four 9-hour days plus a 4-hour day (all totaling 40 hours), credit will be given for an 8 hour holiday.

When one or more holidays fall on the employee's selected day/time off, the employee's holiday shall be observed on the closest regularly scheduled work day preceding or following the holiday (La. R.S. 1:55(B)). If the holiday happens to fall on a day the employee is scheduled to work 9 or 10 hours, the extra hour or hours in excess of 8 must be accounted for by use of annual or compensatory time. If the holiday happens to fall on a day in which the employee's work schedule is less than 8 hours (such as 4 hours), the employee will be allowed to take the 4 hours off for the holiday and 4 hours off on the day preceding or following the holiday to total 8 hours of holiday pay.

The attachments provide examples for completing time sheets for the optional work schedules when holidays fall on an employee's regularly scheduled day off or fall on an employee's regularly scheduled work day: (1) Employee on optional work schedule of 10-hour days for four days and a holiday falls on the employee's day off; (2) Employee on optional work schedule of 10-hour days for four days and a holiday falls on the employee's regularly scheduled work day; (3) Employee on optional work schedule of four 9-hour days plus a 4-hour day and a holiday falls on one of the employee's 9-hour work days; and (4) Employee on optional work schedule of four 9-hour days plus a 4-hour day and a holiday falls on the employee's 4-hour day.

Please provide this information to those employees under your supervision that do not have email access.