

## Floating Holiday Quick Reference

This document provides scenario-based examples that explain how Time Reporters should record Floating Holiday Earned (FHE), Floating Holiday Taken (FHT), and Floating Holiday Payout (FHP) time types now that PeopleSoft can track and maintain a floating holiday balance for overtime eligible employees.

### KEY DEFINITIONS

**Holiday:** A day recognized by the University as a paid holiday. A listing of the University's paid holidays can be found on HARVie at: [http://harvie.harvard.edu/Compensation\\_Benefits/Time\\_Off/Holiday\\_Calendar.html](http://harvie.harvard.edu/Compensation_Benefits/Time_Off/Holiday_Calendar.html).

**Winter Break:** The non-holidays that occur between Christmas and New Years. These days are considered "paid recess." Employees who do not work those days are paid their regular salary and report their scheduled hours as HOL. For employees who are asked to work during these days, they are paid their regular salary (REG) and may take those days worked over recess as **personal time** (Excused Absence) off at another time.

**Floating Holiday Earned (FHE):** A time type to be used by the employee when banking their holiday time earned with the intention to take the appropriate number of hours off with pay from his/her regular schedule at a time mutually agreeable to the employee and his/her department. This time type will **increase** an employee's floating holiday balance.

**Floating Holiday Taken (FHT):** A time type to be used when an employee takes time off from their job with pay from his/her regular schedule at a time mutually agreeable to the employee and his/her department. This time type will **reduce** an employee's floating holiday balance.

**Floating Holiday Same Day Payout: (FHP):** A time type to be used by an employee who earns a floating holiday but elects to receive the time as pay instead of banking the time for later use. Employees **cannot** use this time type to payout banked time from their floating holiday balance as it does not reduce the floating holiday balance.

**Floating Holiday Expiration:** Unused floating holiday balances expire each year on 6/30. Employees are expected to take all their banked holiday time by 6/30 of each year. In the event that circumstances prevented an employee from being able to utilize their bank time, the employee should notify his or her manager and/or local HR office prior to 6/30 to discuss other options available in reducing the employee's unused floating holiday balance.

### FLOATING HOLIDAY SCENARIOS

#### Scenario 1: Banking a Floating Holiday Earned for Working a Holiday

Sally Harvard works M-F, 7 hours a day and is asked by her manager to work her normal schedule on Veterans Day (11/11/2010). Sally chooses to use her floating holiday earned as time off the following week:

Timesheet									
Overrides									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Comments
11/07	11/08	11/09	11/10	11/11	11/12	11/13			
	7.00	7.00	7.00		7.00			REG	
				7.00				HWK	
				7.00				FHE	worked Veterans Day

FHE adds 7 hours to the employee's floating holiday balance.

Reporter notes in the Comments field **how** the FHE was earned.

## Scenario 2: Using a Banked Floating Holiday Earned for Time Off

A week later, Sally Harvard checks with her manager and she agrees that Sally can use her 7 hours floating holiday earned as time off on Friday, November 19<sup>th</sup>.

Timesheet										Overrides	ADD
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Comments		
11/14	11/15	11/16	11/17	11/18	11/19	11/20					
	7.00	7.00	7.00	7.00				REG			
					7.00			FHT	taking day earned on Veterans Day		

FHT reduces 7 hours from the employee's floating holiday balance.

Reporter notes in the Comments field **when** the FHT was earned.

## Scenario 3: Receiving Floating Holiday Pay for Working a Holiday

David Harvard works M-F, 7 hours a day and is asked by his manager to work his normal schedule on Veterans Day (11/11/2010). David chooses to receive his floating holiday earned as pay:

Timesheet										Overrides	ADD
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Comments		
11/07	11/08	11/09	11/10	11/11	11/12	11/13					
	7.00	7.00	7.00		7.00			REG			
				7.00				HWK	worked Veterans day		
				7.00				FHP	taking floating holiday as pay		

FHP pays out floating holiday time, has no impact to the employee's floating holiday balance

## Scenario 4: Receiving Floating Holiday Earned for Flexible or Part-time Schedule not scheduled to Work on a Holiday

Sarah Smith works M-4 hours, W-8 hours, and F-8 hours (20 hours a week). Thursday, November 11<sup>th</sup>, is Veterans Day and a day Sarah is NOT scheduled to work. According to HR policy, Sarah is entitled to earn 1/5 of her weekly scheduled hours as a floating holiday. In talking with her manager, Sarah chooses to use her floating holiday earned for a half-day on Friday, November 12<sup>th</sup>:

Timesheet										Overrides	ADD
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Comments		
11/07	11/08	11/09	11/10	11/11	11/12	11/13					
	4.00		8.00		4.00			REG			
				4.00				FHE	floating holiday 1/5 of weekly hours		
					4.00			FHT	taking FHT for Veterans day		

### Reporter Note:

The other option when earning and taking a floating holiday in the same week is to just report 1/5<sup>th</sup> of the weekly hours as **HOL** on the day the floating holiday is used.

$$1/5 \text{ of } 20 = 4.$$

Employee records the amount earned on the holiday and uses the earned time to take 4 hours off the next day.

Reporter notes in the Comments section how and when the floating holiday was earned.

## VIEWING YOUR FLOATING HOLIDAY BALANCE

There are two locations in PeopleSoft that employees can view their current floating holiday balance:

- Viewing the floating holiday balance in the timesheet:
  - Scroll to the bottom of the timesheet and click on the **Balances – click to view** link



- Viewing the floating holiday balance in Absence Management:
  - Navigate to the absence balances page.

View Non-Absence Stored PTO Balances	
Plan Type	Current Balances
Comp Time - FLHOL	7.000

## QUESTIONS

If you have any questions in how to record floating holidays, contact your time adjuster, manager and/or local HR office for assistance.