



Guidelines

- ◆ Eligible employees are provided one (1) Personal Holiday per Fiscal year.
- ◆ Associated hours can only be used on one day and cannot be spread over multiple days.
- ◆ Employees may enter partial hours for their Personal Holiday, but all remaining hours not used will be forfeited.
- ◆ Actual Personal Holiday hours employees receive are determined by their FTE.
 - ◆ Full Time employees receive up to the number of hours scheduled for that calendar day according to their Base or Flex Work Schedule.
 - ◆ Part Time employees receive up to a prorated amount of hours based on their FTE percentage.

NOTE: Employees must meet contracted hours for the associated pay period to be able to submit the timesheet.

Did You Know?

- ❓ Employees may record leave time and/or work hours on the same day that a Personal Holiday was used.
- ❓ Personal Holiday is recorded as Leave Type 66.
- ❓ Employees will receive an error message when entering more hours than they are eligible to use on the Employee Time Entry screen.

Personal Holiday Hour Calculation Scenarios

- ★ **Scenario 1: Full Time** Employee works 10 hours a day, four days a week. The employee can use up to 10 hours as a Personal Holiday on a given day.
NOTE: The flexible work schedule must be defined and approved.
- ★ **Scenario 2: Full Time** Employee works 8 hours a day, five days a week. The employee can use up to 8 hours as a Personal Holiday.
- ★ **Scenario 3: Full Time** Employee works 4 hours one day and 9 hours each of the other four days a week. The employee can use up to:
 - ◆ 9 hours as a Personal Holiday, if used on a day the employee is scheduled to work 9 hours.
 - OR**
 - ◆ 4 hours as a Personal Holiday if used on a day the employee is scheduled to work 4 hours.**NOTE:** The flexible work schedule must be defined and approved for those days.
- ★ **Scenario 4: Part Time (0.50 FTE)** Employee works 5 hours a day, four days a week. The employee can use up to 4 hours as a Personal Holiday.
NOTE: The employee would need to record one hour of other type of leave or hours worked to receive full pay for that day.