1. Save a copy of the workbook on your computer for your use.

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2. The Staff/Non-Exempt Administration Timesheet is an Excel-based file in a workbook format. A workbook is a collection of worksheets for every biweekly pay period in the current year. When you open the workbook (file), tabs will appear along the lower edge of the screen. Each tab corresponds to a specific biweekly pay period (e.g., 1_9_2020). Each tab identifies the pay period ending on the date of the tab. The tab labeled "1_9_2020" is for the timesheet of the pay period from December 27, 2019 to January 9, 2020. To scroll through the tabs, use the arrows on the lower left of the screen. To select a particular timesheet, place the cursor on the tab and click the mouse.

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	ertime mu							•]			Sick L	eave P	ool Me	ember:	(Y+N)	_
Note:	Enter daily	total ho	ours to	the nea	arest 1/	4 hour.	Round	7 minu	tes do	wn, 8 m	nutes	up.					(1114)	
						LEAV	E TYPE	USED										
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Pag	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
FRI	12/27/19																	
SAT	12/28/19						W	inter Br	eak									
SUN	12/29/19							oliday	Luk									
MON	12/30/19							,										
TUE	12/31/19																	
WED	01/01/20																	
THU	01/02/20																	
TOTAL																		
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Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
FRI	01/03/20																	
SAT	01/04/20																	
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VED	01/08/20																	
THU	01/09/20																	Pay Period E
TOTAL																		

3. Scroll through the tab names at the bottom of the screen to select a particular timesheet. Place the cursor on the tab and click the mouse. When you open that timesheet, confirm that it is the sheet you meant to select by looking at the "Pay Period: ____ to: ____" dates on the upper right hand corner of the sheet.

- 4. The first time you use the timesheet, click on the tab for the correct pay period, then enter the identifying information at the top of the timesheet including:
 - Name
 - Employee ID #
 - Rec#
 - FTE
 - Select Overtime: Staff Non-Exempt, Staff Exempt or Non-Exempt Administration
 - Department
 - Department ID#

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• Select a "Y" or "N" for Sick Leave Pool membership status

This information will be transferred to all of the timesheets in the workbook, so you will not need to enter this information again unless it changes during the year. Your supervisor can provide you any information you don't have.

5. The hours worked should be filled out at this time. Fill in your "Daily Hours Worked" through the end of the first work week, then add any "Holiday" hours earned.

Name	(SO	UTH	FLOR RESEARCH U	IDA NIVERSITY		Sta	aff/N	on-E	xem	pt A	dmir	nistra	ation	Tim	esh	eet
Empl.	Name			0								Pay P	eriod:	1/10/	2020	to:	1/23/	2020
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up. Sick Leave Pool Member (Y/N)	Empl.	ID:	%00000	Rec#:	0	FTE:									Staff I	Non-Ex	cempt	
Date	Depart	tment:			0							Depar	tment l	D:		0-000	0-000	
Date	All ove	rtime mu	ıst be PF	RE-APPI	ROVED	y your	immed	liate su	perviso	or.]			Sick L	eave P	ool Me	mber:	
Data Data Page Page Data Page	Note: E	inter daily	y total ho	ours to	the nea	rest 1/4	4 hour.	Round	7 minu	tes do	wn, 8 m	inutes	up.					(Y+N)
FRI 01/10/20 8.00							LEAY	E TYPE	USED									
FRI 01/10/20 8.00	Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Daily	Pay	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
SUN 01/12/20 SUN 01/13/20 SUN	FRI	01/10/20	8.00										8.00	8.00				
MON 01/13/20 8.00 S.00 S.00	SAT	01/11/20																
TUE 01/14/20 8.00	SUN	01/12/20																
MED 01/15/20 8.00 S.00 S.00	MON	01/13/20	8.00										8.00	8.00				
THILD 01/16/20 8.00 S.00 S.	TUE	01/14/20	8.00										8.00	8.00				
TOTAL	WED	01/15/20	8.00										8.00	8.00				
Day Date D	THU	01/16/20	8.00										8.00	8.00				
Day Date Properties Day Date Properties Day Date Day Day	TOTAL		40.00										40.00	40.00				
Date											Spe	cial/Regu	ılar Comp	@1for1				
Date												Ov	ertime Co	mp @1.5				
Date							LEAU	r TVDF	негр									
FRI 01/17/20 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.	Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp				Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Daily	Pay	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
SUN 01/19/20 SUN 01/19/20 SUN 01/20/20 SUN	FRI	01/17/20	8.00										8.00	8.00				
MON 01/20/20 8.00	SAT	01/18/20																
TUE 01/21/20 8.00 8.00 8.00 8.00 WED 01/22/20 8.00 8.00 8.00 8.00 THU 01/23/20 8.00 8.00 8.00 8.00	SUN																	
WED 01/22/20 8.00 8.00 8.00 8.00 THU 01/23/20 8.00 8.00 8.00 8.00	MON	01/20/20						8.00					8.00	8.00				\Box
THU 01/23/20 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.	TUE																	igsqcut
																		$\vdash \vdash$
								0.00										

Page 2 of 11

If the total of your "Daily Hours Worked" plus "Holiday" hours is less then 40 hours, use the appropriate type of leave to bring your "Total Daily Hours" to 40 hours. Leave should be entered into the appropriate column as "Annual", "Sick", etc.

			VIVER OUTH EEMINENT R				Sta	aff/N	on-E	xem	pt A	dmir	nistra	ation	Tim	esh	eet
Name	:		0								Pay P	eriod:	1/10	/2020	to:	1/23/	2020
Empl.	ID.	%00000	Rec#	0	FTF:						PP#: Overti	2015			- Non-Ex		
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Depart	tment:			0							Depar	tment l	D:		0-000	0-000	
All ove	rtime mu	ıst he Di	QF_Δ PDE	OVED	ov vour	immed	liate su	nervisc	nr.	1			Sick I	eave F	ool Me	mher.	
	nter daily							•		wn, 8 mi	inutes	up.	0.01.		00.111		(Y+N
						LEAV	E TYPE	USED									
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/10/20	8.00										8.00	8.00				
SAT	01/11/20																
SUN	01/12/20																
MON	01/13/20	8.00										8.00	8.00				
TUE	01/14/20	8.00										8.00	8.00				
VED	01/15/20	8.00										8.00	8.00				
THU	01/16/20	8.00										8.00	8.00				
TOTAL		40.00										40.00	40.00				
										Spe	cial/Regu	ılar Comp					
											Ov	ertime Co	mp @1.5				
						LEAV	E TYPE	USED									
Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/17/20	8.00										8.00	8.00				
SAT	01/18/20																
SUN	01/19/20																
MON	01/20/20						8.00					8.00	8.00	<u> </u>			
TUE	01/21/20		8.00									8.00	8.00				
WED	01/22/20	8.00										8.00	8.00				
THU	01/23/20	8.00										8.00	8.00				
TOTAL		24.00	8.00				8.00					40.00	40.00				

6. You cannot enter numbers into the cells along the "TOTAL" row, the "Total Daily Hours" column, the "Regular Pay Hours" column and the "Comp Time Earned". These are calculated automatically from the work hours, leave hours, comp time earned and overtime that are entered each day.

- 7. After you have finished entering the hours worked and the leave used for a week, notice that the figure for the TOTAL row in the "Total Daily Hours" reports the sum of all your work and leave time. Up to 40 hours of this time appears as regular pay hours and the rest as comp time earned. If you used leave, you cannot have more than 40 hours in the "Total Daily Hours" column.
 - a. If you selected "**Exempt**" in the Overtime field, Excel will calculate comp time at one for one.

Name	:		0								Pay P	eriod: 2016	1/24/	2020	to:	2/6/2	2020	•
Empl.	ID:	%00000	Rec#:	0	FTE:									Sta	ıff Exer	npt]
Depar	tment:			0			-			_	Depar	tment I	D:		0-000	0-000		
All ove	rtime mu	ist be Pl	RE-APP	ROVED	y your	immed	liate su	perviso	or.]			Sick L	eave F	ool Me	mber:		
Note: E	nter daily	total ho	ours to	the nea	rest 1/4	4 hour.	Round	7 minu	tes dov	vn, 8 m	inutes	up.					(Y+N)	
																		1
							E TYPE	USED				1						
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
FRI	01/24/20	9.00										9.00	9.00					
SAT	01/25/20																	
SUN	01/26/20																	
MON	01/27/20	8.00										8.00	8.00					
TUE	01/28/20	8.00										8.00	8.00					
WED	01/29/20	9.00										9.00	9.00					
THU	01/30/20	9.00										9.00	6.00	3.00				
TOTAL		43.00										43.00	40.00	3.00				
										Spe	cial/Regu	ılar Comp	@1for1	3.00				
											Ov	ertime Co	mp @1.5					
															\rightarrow			
						LEAV	E TYPE	USED				1						
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Worker Comp	Tracking FMLA	
FBI	01/31/20	10.00										10.00	10.00					
SAT	02/01/20																	
SUN	02/02/20																	Comp Time is
MON	02/03/20	9.00										9.00	9.00					automatically
TUE	02/04/20	9.00										9.00	9.00					calculated
WED	02/05/20	8.00										8.00	8.00					
THU	02/06/20	8.00										8.00	4.00	4.00				
TOTAL		44.00										44.00	40.00	4.00	4			
-										Spe		llar Comp		4.00				

b. If you selected "Staff Non-Exempt" or "Non-Exempt Administration" in the Overtime field, Excel will automatically calculate the overtime comp time at 1.5. In order for comp time to be earned at time and one half (1.5) rate, an employee in a non-exempt status must actually work more than 40 hours in the workweek. For example, if you actually worked 43 hours in workweek 1, then you have earned comp time at the 1.5 rate resulting in 3 hours of "Comp Time Earned". The "TOTAL" line under "Comp Time Earned" will be 3. The "Overtime Comp @ 1.5" line, will show 1.5 times this 3 hour total (4.5 hours). This is the amount of comp time actually earned.

Name										_	PP#:	2016	1/24/			2/6/2	2020
Empl.	ID:	%00000	Rec#:	0	FTE:						Overti	me:		Staff I	Non-Ex	cempt	
Depar	tment:			0							Depar	tment l	D:		0-000	0-000	
All ove	rtime mu	ıst be PF	RE-APP	ROVED	ov vour	immed	iate su	perviso	or.	1			Sick L	eave P	ool Me	mber:	
	nter daily							•		vn, 8 m	inutes	up.					(Y+N)
							E TYPE	USED	_								
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/24/20	9.00										9.00	9.00				
SAT	01/25/20																
SUN	01/26/20																
MON	01/27/20	8.00										8.00	8.00				
TUE	01/28/20	8.00										8.00	8.00				
WED	01/29/20	9.00										9.00	9.00				
THU	01/30/20	9.00										9.00	6.00	3.00			
TOTAL		43.00										43.00	40.00	3.00			
										Spe	cial/Regu	lar Comp	@1for1				
											Ov	ertime Co	mp @1.5	4.50			
						LEAVI	E TYPE	IISED									
Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/31/20	10.00										10.00	10.00				\square
SAT	02/01/20																\square
SUN	02/02/20																$\vdash \vdash \vdash$
MON	02/03/20	9.00								-		9.00	9.00				$\vdash \vdash \vdash$
TUE	02/04/20	9.00								-		9.00	9.00				$\vdash \vdash \vdash$
WED	02/05/20	8.00										8.00	8.00	4.00			$\vdash\vdash\vdash$
THU	02/06/20	8.00										8.00	4.00	4.00			
TOTAL		44.00									-i-up-	44.00		4.00			
										ope.	cial/Regu Ove	rtime Co		6.00			H

c. If a holiday falls on one of your regularly scheduled days off or if you work as essential personnel during an emergency closing, please see your Attendance and Leave Coordinator about proper credit for comp time.

8. If you are a Non-Exempt employee who has worked over 40 hours and your supervisor has approved the earning of overtime pay, then these hours may be paid overtime. If you actually worked 42 hours, then 2 hours should be entered into the "Overtime Paid" column on the last day worked. Entering the 2 hours of overtime paid will automatically adjust the comp time earned and the "Regular Pay Hours".

Name	:		0								Pay P	eriod: 2016	1/24/	/2020	to:	2/6/2	2020	-
Empl.	ID:	%00000	Rec#:	0	FTE:							me:		Staff	Non-Ex	cempt		-
Depar	tment:			0			-				Depar	tment l	D:		0-000	0-000		-
	ertime mu							•] wn 8 mi	inutes	un	Sick L	eave F	ool Me	mber:	(Y7N)	-
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Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
FRI	01/24/20	9.00										9.00	9.00					
SAT	01/25/20																	
SUN	01/26/20																	2 Hours of
MON	01/27/20	9.00										9.00	9.00					Overtime were
TUE	01/28/20	8.00										8.00	8.00					Authorized for
VED	01/29/20	8.00										8.00	8.00					payment
THU	01/30/20	8.00										8.00	6.00		2.00			
TOTAL		42.00										42.00	40.00		2.00	4		
										Spec	cial/Regu	ılar Comp	@1for1					
											Ov	ertime Co	mp @1.5					
						LEAV	E TYPE	IISED										
Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
FRI	01/31/20	10.00										10.00	10.00					
SAT	02/01/20																	6 Hours of Overtime
SUN	02/02/20																	earned. No payment
MON	02/03/20											10.00	10.00					has been authorized. 9
TUE	02/04/20	10.00		_		_				\vdash		10.00	10.00	_				Hours will be added
WED	02/05/20	8.00										8.00	8.00	6.00				in ALT to use at a
THU		46.00										46.00	2.00 40.00	6.00				later date
TOTAL	-	40.00								Cont	.:.UD.			0.00				
										ope:		ilar Comp ertime Cor		9.00				

If you have any questions about how the formula assigns your comp time, please see your Attendance and Leave coordinator.

9. When you have completed the timesheet for a particular pay period, print that sheet. This sheet is then signed by the employee and the employee's supervisor. Employees working remotely are required to sign timesheets via DocuSign.

10. When an employee has been approved to use Emergency Paid Sick Leave (ESL) for 10 days (COVID-19) you will enter on the timesheet in the "OTHER" column the dates the employee has been approved. You will also enter in the "OTHER" box located at the bottom of the timesheet what type of leave the employee is using. ESL represents the type of leave used. The employee can only be on one type of "OTHER" defined leave at any given time.

			UVER				Sta	aff/No	n-E	xem	pt A	dmir	nistra	ation	Tin	nesh	eet
Name:			0										4/3/.	2020	to:	4/16/	2020
Empl.	ID:	%00000	Rec#.	0	FTE:	%					PP#. Overtir			Staff I	Non-E	cempt	
Depart	tment:			0							Depart	ment I	D:		0-000	0-000	
	rtime mu nter daily] wn, 8 mi	inutes (ıp.	Sick L	.eave P	ool Me	ember:	(Y+N)
		rked				LEAV	E TYPE	USED						Dec		7/4	
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	04/03/20										8.00	8.00	8.00				
SAT	04/04/20													_		-	
SUN	04/05/20				-					-				-		-	
MON	04/06/20				+					_	8.00	8.00	8.00	-		╂	
TUE WED	04/07/20										8.00	8.00	8.00			-	
THU	04/09/20										8.00	8.00	8.00				
TOTAL											40.00	40.00	40.00				
										Spe	cial/Regu						
											Ove	ertime Co	mp @1.5				
		Ţ.				LEAV	E TYPE	IISED									
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Dailg Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	04/10/20										8.00	8.00	8.00				
SAT	04/11/20				-					-				-		-	
SUN	04/12/20 04/13/20				1					_	8.00	8.00	8.00				
TUE	04/13/20										8.00	8.00	8.00				
WED	04/15/20										8.00	8.00	8.00				
THU	04/16/20										8.00	8.00	8.00				
TOTAL	L										40.00	40.00	40.00				
										Spe	cial/Regu Ove	lar Comp rtime Co					
ADM	LLEAVE *	Cnn-if	To mo = 1:														
-	LEAVE (R (Specify			MI ADI	I · FSI	4/3/20 /	1/16/20										
	ement LV				L. LJL-	T/J/ZU-9	·· 10/20										
		,=,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, .,,,,,,,														
Perso	nal Holida	ay:						Floa	ting H	oliday:							

11. When an employee has been approved to use Emergency Paid Sick Leave (ESL), Emergency FMLA (EFMLA) along with supplement pay for 10 days (COVID-19) you will enter on the timesheet in the "OTHER" column the dates the employee has been approved. You will enter in the "OTHER" box located at the bottom of the timesheet what type of leave the employee is using. ESL (4/3/20-4/9/20) and EFMLA (4/10/20-4/16/20) represents the type of leave. You will enter in the "SUPPLEMENT" box located at the bottom of the timesheet what type of leave the employee is supplementing (SPC Comp: 4/3/20-4/16/20). Do not enter hours in the column labeled Special Comp/Delayed Holiday. Supplement leave will be used in the order of Special Comp, Overtime Comp, Sick and Annual leave. HR will enter the types of leave and supplement amount hours in ALT. The EFMLA leave will be entered on the "TRACKING FMLA" column.

		SC	DUTH EEMINENT	FLOR RESEARCH	IDA UNIVERSITY		Sta	aff/No	n-E	xem	pt A	dmin	istra	tion	Tim	eshe	et
Name	:		0								Pay Po		4/3/2	020	to:	4/16/2	2020_
Empl.	ID: _	%00000	Rec#.	0	FTE:	%					Overtir			Staff N	Non-Ex	empt	
Depar	tment:			0							Depart	ment II	D: _		0-000	0-000	
All ove	ertime mu	ıst be Pi	RE-APPI	ROVED	by your	immed	iate su	perviso	r.				Sick Le	eave P	ool Me	mber:	
Note: I	nter daily	/ total he	ours to	the nea	arest 1	4 hour.	Round	7 minut	es dov	vn, 8 mi	inutes u					_	(Y+N)
		orked					E TYPE	USED	-	<u> </u>				Earned		ers'	_
Dag	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holida; (Staff ONLY)	Other 💌	Texal Daily Hours	Reg. Pag Hours	Comp Time Ea	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	04/03/20										8.00	8.00	8.00				
SAT	04/04/20															<u> </u>	
SUN	04/05/20			_	+					₩	-						
MON	04/06/20									-	8.00	8.00	8.00			-	
TUE	04/07/20				+					-	8.00	8.00	8.00			-	
WED	04/08/20				+					-	8.00	8.00	8.00			1	
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12. Leave Coordinators will be copied on all approved request and must place a copy in the employee's leave file. Once you have been notified of the approval you can run the U_LEAVE_APPR_NOT_POST_BY_DEPT or U_LEAVE_POSTED_BY_DEPT to review ALT entries and to assist with preparing timesheets. Leave coordinators should not enter any leave entries in ALT. HR will enter all leave request and supplement leave in ALT.

13. Definitions

ESL - Emergency Paid Sick Leave

EFMLA – Emergency FMLA

Supplement Leave – Employees electing to supplement their pay with USF leave balances up to 100% of their regular pay and hours.

14. Unpaid Leave of Absence (Furlough)

A furlough is a mandatory; temporary; unpaid; partial or full leave of absence from work for a specified number of hours, days, or weeks within a stated time frame, with a commensurate reduction in pay. When an employee is placed on furlough leave you will enter on the timesheet in the "FURLOUGH" column the hours the employee used. For example:

Example 1: Employee is placed on a **full leave** of absence and a holiday falls within the pay period. All hours will be tracked in the "**Furlough**" column. The employee **will not** receive holiday pay.

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Example 2: Employee is placed on a **partial furlough** with a **reduced FTE**. The employee will receive pro-rated pay for that holiday if the holiday falls on their **regular** scheduled workday. The remaining one hour should be covered by the employee's use of accrued or earned leave.

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Example 3: If the holiday falls on the day you **are not scheduled** to work or if the holiday falls on a **furlough** day you will not be paid for the holiday.

Rules for earning special compensation leave do not apply for employees affected by furloughs.

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