Job Aid

Veteran's Day – Hourly Unclassified Employees

If an hourly unclassified employee works on Veteran's Day, follow the job aid "Entering a Holiday on a Time Card – Hourly Employees."

If an hourly unclassified employee does not work on Veteran's Day, the hourly unclassified employee must report the appropriate amount of leave taken on that day (e.g. vacation leave, sick leave). An hourly unclassified employee will not be paid for the holiday (e.g. holiday credit).

This applies to any other holiday that may fall when classes are in session (e.g. special day designated as a holiday by the Governor).