

# Job Aid

## ***Entering Veteran's Day on a Time Card – Hourly Unclassified Employees***



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**This job aid is for hourly Unclassified employees with benefits. Hourly USS employees with benefits use the job aid “Entering Veteran’s Day on a Time Card – Hourly USS Employees”**

If an hourly unclassified employee with benefits works on Veteran’s Day, follow the job aid “Entering a Holiday on a Time Card – Hourly Employees.”

If an hourly unclassified employee with benefits 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 with benefits 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).