

# Holiday Reporting Guidelines

## November 2024-December 2024-January 2025

Pittsburg State University will close at the end of business on Friday, December 20, 2024, and will reopen on Monday, January 6, 2025. It is important that you assess your accrued leave balances now and know how you will report days that you do not work on your timecard.

Here is a table with information for **employees who work Monday – Friday work schedules**. Please make note of the following:

**Leave** = Vacation, Comp Time, or Discretionary Day

If you do not have accrued leave to use, you must report Leave Without Pay (LWOP) or discuss alternate work schedules, if applicable for your position, with your immediate supervisor.

You should only use sick leave if the situation is appropriate per PSU policy:

<https://www.pittstate.edu/hr/benefits/sick-leave.html>

You cannot report leave that you have not yet earned or that will drop your leave balance to negative.

Discretionary Day Information:

You must use the 2024 discretionary day by Friday, December 20, 2024.

You can use the 2025 discretionary day starting Thursday, January 2, 2025.

Discretionary day is available after six (6) months of employment.

### Reporting Guide for benefits-eligible employees who DO NOT WORK:

Date	Hourly Employees	Salaried Employees	Deadlines
<b>Thanksgiving Break</b>			
Wednesday, November 27	Report <b>Leave</b>	Report <b>Leave</b>	
Thursday, November 28 Thanksgiving Holiday	Report <b>Holiday Credit</b>	Do not report any time type on the timecard	
Friday, November 29 Thanksgiving Holiday	Report <b>Holiday Credit</b>	Do not report any time type on the timecard	<b>Monday, December 9, 12:00 PM</b> is the deadline to <b>submit</b> and <b>approve</b> time for 11/24/24 - 12/07/24
<b>Christmas Break</b>			
Monday, December 23	Report <b>Leave</b>	Report <b>Leave</b>	Timecards for 12/08/23 - 12/21/23 should be submitted before you leave for the break (by 12-20-24)
Tuesday, December 24	Report <b>Leave</b>	Report <b>Leave</b>	
Wednesday, December 25 Christmas HOLIDAY	Report <b>Holiday Credit</b>	Do not report any time type on the timecard	

Thursday, December 26 thru Tuesday, December 31 Extra Days (four total)	Report <b>Admin Leave</b>	Do not report any time type on the timecard	<b>Monday, December 23, 8:30 AM</b> is the deadline to <b>submit</b> and <b>approve</b> time for 12/08/24 - 12/21/24 <b>NO EXCEPTIONS</b>
Wednesday, January 1 – New Year’s Day HOLIDAY	Report <b>Holiday Credit</b>	Do not report any time type on the timecard.	
Thursday, January 2	Report <b>Leave</b>	Report <b>Leave</b>	
Friday, January 3	Report <b>Leave</b>	Report <b>Leave</b>	
Monday, January 6	PSU Open	PSU Open	<b>Monday, January 6, 12:00 PM</b> is the deadline to <b>submit</b> and <b>approve</b> time for 12/22/24 - 01/04/25 (If at all possible, please submit this timecard on 12-20-24 as well.)

**Note: This information does NOT apply to faculty. It only applies to Benefits-Eligible employees that accrue vacation leave.**

Hourly employees without benefits (including students and graduate assistants) will not be working and will not receive any compensation during that time. They should not report any hours as they are not working. Line managers need to watch this carefully to make sure no hours are reported on those five extra days.

**Hourly employees with benefits that do work** on any or all of those four extra days will report time worked as “Reg.” They will earn comp time equal to the number of hours actually worked.

**IMPORTANT: Line Managers of employees working on any or all of those four extra days will need to email a list of names of those employees to [payroll@pittstate.edu](mailto:payroll@pittstate.edu) as soon as possible.**

If you need additional assistance or have further questions, please email [payroll@pittstate.edu](mailto:payroll@pittstate.edu). That will be the fastest and easiest way to reach us. There are more details about time reporting in the November and December Human Resource Services newsletter. We are here for you – let us know if you have questions.

If at all possible, two time cards should be submitted prior to leaving for break on 12-20-24. Timecards for 12/08/23 - 12/21/23 should be submitted before you leave for the break (by 12-20-24) AND timecards for 12/22/24 - 01/04/25 should be submitted on 12-20-24 as well.

## PSU HR/Payroll Team

Note: This is the information we have as of 10-07-24. It is subject to change without notice.