2011 Holiday Season

Official Holidays
December 26, 2011 and January 2, 2012 are official UF holidays.

Holiday Closing Period
The UF holiday closing period falls each year between December 26 - December 31. UF will close as many departments and units as possible. UF vice presidents, working with their deans, directors, and department chairs, will determine which employees should be deemed ‘essential’ and required to work during this period.

All TEAMS (exempt and non-exempt) and 12-month Faculty employees will receive four personal leave days to be used during the period of December 27 - December 30 when the University closes for the holidays. If designated ‘essential’, and required to work during the closing period, employees may use their personal leave days at another time from December 2, 2011 – June 30, 2012. Non-essential employees must use the time during the closing period.

If USPS employees are designated as non-essential and their departments are closed during the holiday closing period, they must use accrued personal leave on December 27, 28, 29, and 30. If they do not have enough vacation or compensatory leave to be fully paid, they can request, from their department, the advancement of enough vacation leave to cover them for the holiday closing period.

This guide provides specific instructions for entering personal leave days in myUFL and any adjustments required for ‘essential’ personnel.

Entering Time in PeopleSoft
12-Month Faculty and TEAMS Exempt Employees
Personal leave days for active, eligible faculty (12-month appointments) and exempt TEAMS employees have been entered and will automatically be approved—that is, no action will be required by their supervisors, consistent with the way in which official holidays are handled for exempt employees. If designated as ‘essential’, these employees should adjust their Weekly Elapsed Screens accordingly (i.e., reduce the number of leave hours and enter the hours worked).

Special Note: Employees designated as ‘essential’ should enter any hours to be worked by December 5, 2011, along with the official holidays (Christmas and New Years), to help avoid overpayments that might result after the personal leave days are auto-populated in the system.

Non-exempt TEAMS (Hourly)
Personal leave days for non-exempt TEAMS employees must be entered in Weekly Elapsed Time just like holidays are entered. Christmas and New Years’ holidays should also be entered in Weekly Elapsed Time. All holidays and personal leave days will require approval in myUFL. Employees should use time reporting code DPL-270 December Personal Leave when entering personal leave days. (SEE SCREENS BELOW)

USPS Employees
All holidays should be entered and approved for USPS non-exempt employees. December 26, 2011 and January 2, 2012 will be entered and automatically approved for USPS exempt employees. (SEE SCREENS BELOW)
Weekly Elapsed Screen
Personal leave days are provided to cover an employee’s normal work schedule, not to exceed a total number of hours based on FTE—that is, full-time employees only have access to 32 personal leave day hours; half-time employees only have access to 16, etc. Non-exempt employees who work non-standard work schedules (for example, four 10-hour days), or any eligible employee who is designated as ‘essential’ and, as a result, must work during the designated holiday closing period, must adjust the applied personal leave days in the Weekly Elapsed Screen.

Special Note: If a non-exempt employee is designated as ‘essential’ for part of a day, the time worked should be entered via Weekly Punch, Web Clock, or time card and the remaining time off (number of hours) on that day should be designated as personal leave day hours. For exempt, the Weekly Elapsed Screen should reflect the partial personal leave day used.

Procedure
- Log in to the myUFL portal, using your GatorLink username and password (http://my.ufl.edu)
- Navigate to My Self Service > Time Reporting > Time Reporting Home > Report Weekly Elapsed Time
- Ensure the screen displays the correct week (if not, use the calendar to select the week and click Refresh Date)
- Enter the hours as shown below for Workweeks 1 and 2
- Click Save

Workweek 1  NON-EXEMPT TEAMS

Workweek 2  NON-EXEMPT TEAMS
To prevent under- or overpayment, non-exempt employees should adjust their Weekly Elapsed Screens, if needed, to correspond correctly with their typical work schedule. Personal leave days are provided to cover an employee’s normal work schedule, not to exceed a total number of hours based on FTE.

**Additional Help:**
Leave Administration: 352-392-2477 central-leave@ufl.edu

Further resources are available at [http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp)