

**CREIGHTON UNIVERSITY**  
**HUMAN RESOURCES**

**TO:** Monthly Exempt Paid Faculty Staff

**Date:** August 3, 2011

**Subject:** Holiday Hours Tracking/Reporting

The Human Resources Department continues to streamline its processes. Effective with the new fiscal year (11-12), we have adopted a simpler, straightforward approach to managing the reporting of University designated holidays for monthly paid faculty and staff.

Paid time off for holiday observance is provided to all benefit-eligible employees. Now, the reporting of "holiday hours" used is no longer required on the *Monthly Exception Report* sent out each month from Payroll.

This updated approach does not change the amount of pay you receive each month and does not change the number of holidays the University observes. You will continue to receive your regular monthly salary in months when the University observes a holiday. This change will reduce the time departments spend on tracking holidays for exempt employees.

The observance of a University designated holiday is based on the individual school/departmental business necessity and individual position requirements. The University recognizes that some departments must remain open on University observed holidays. Any benefit eligible employee required to work on a holiday, should arrange with his/her manager to observe the holiday at a later date within the current fiscal year.

If you have any questions, please contact: Lynne Caruso at 402-280-4705 or Kathy Custard at 402- 280-2462.

Sincerely,  
Jeff Branstetter  
Associate Vice President for Human Resources

**University Designated Holidays**  
**Effective July 1, 2011**  
**Exempt Monthly Paid Benefit Eligible Employees**  
**Frequently Asked Questions**

**1. Q.** Why did Creighton discontinue the reporting of holiday hours for monthly paid employees?

**A.** In reviewing our process, we determined that it was not necessary to track these hours in our HRIS database. As an exempt paid employee, you are paid your monthly salary regardless of the number of University holiday observances in any month.

**2. Q.** Will my monthly pay vary depending upon the number of holidays in a particular month?

**A.** No. Your pay will not change when holidays occur throughout the year. You will continue to receive your regular monthly salary.

**3. Q.** Will I continue to see a Holiday Hours Balance on my pay slips?

**A.** No. Holiday hours will no longer be displayed on your pay slip viewed through Employee Self-Service.

**4. Q.** If my department or clinic is open on a University designated holiday, when will I observe the holiday?

**A.** A benefit eligible employee required to work on a designated holiday, should arrange with his/her manager to observe the holiday at a later date within the current fiscal year.

**5. Q.** If I no longer need to report holiday hours taken on the Monthly Exception Report, how do I notify Payroll if I had to work the holiday?

**A.** You no longer need to notify anyone in Human Resources/Payroll if you are required to work on a designated University holiday. Arrangements should be made with your manager to observe the holiday at a later date before the end of the fiscal year.

**6. Q.** Does this change affect how hourly paid employees report holiday time?

**A.** No. There is no change in the reporting process for hourly paid employees. Hourly paid employees will continue to report holiday hours as observed during the fiscal year on their timesheets.

11-12 Fiscal Year Designated Holidays	
Independence Day	July 4, 2011 (Monday)
Labor Day	September 5, 2011 (Monday)
Thanksgiving Day	November 24, 2011 (Thursday)
Day After Thanksgiving	November 25, 2011 (Friday)
Christmas/New Years break	December 24, 2011 (Saturday) – January 1, 2012 (Sunday)
Good Friday	April 6, 2012 (Friday)
Memorial Day	May 28, 2012 (Monday)

Holiday information on the Human Resources website now includes this new approach.

Click on the link or paste this URL to your browser [Holiday Plan Information](#)