Holiday Reporting Guidelines
November 2023-December 2023-January 2024

Pittsburg State University will close at the end of business on Thursday, December 21, 2023 and will reopen on Thursday, January 4, 2024. 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 time card.

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 2023 discretionary day by Friday, December 22, 2023.
> You can use the 2024 discretionary day starting Tuesday, January 2, 2024.
> 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
Thanksgiving Break			
Wednesday, November 22	Report **Leave**	Report **Leave**	
Thursday, November 23 Thanksgiving Holiday	Report **Holiday Credit**	Do not report any time type on the time card	
Friday, November 24 Thanksgiving Holiday	Report **Holiday Credit**	Do not report any time type on the time card	**Monday, November 27, 12:00 PM** is the deadline to **submit** and **approve** time for 11/12/23-11/25/23
Christmas Break			
Thursday, December 21	PSU closes at end of the business day.	PSU closes at end of the business day.	Time cards for 12/10/23-12/23/23 should be submitted before you leave for the break (by 12-21-23)
Friday, December 22	Report **Leave**	Report **Leave**	
Monday, December 25 Christmas HOLIDAY	Report **Holiday Credit**	Do not report any time type on the time card	

Tuesday, December 26 thru Friday, December 29 Extra Days	Report **Admin Leave**	Do not report any time type on the time card	**Tuesday, December 26, 8:30 AM** is the deadline to **submit** and **approve** time for 12/10/23-12/23/23 **NO EXCEPTIONS**
Monday, January 1 – New Year's Day HOLIDAY	Report **Holiday Credit**	Do not report any time type on the time card.	
Tuesday, January 2	Report **Leave**	Report **Leave**	
Wednesday, January 3	Report **Leave**	Report **Leave**	
Thursday, January 4	PSU Open	PSU Open	**Monday, January 8, 12:00 PM** is the deadline to **submit** and **approve** time for 12/24/23-1/6/24

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 as soon as possible.

If you need additional assistance or have further questions, please email 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.

PSU HR/Payroll Team

Note: This is the information we have as of 10-16-23. It is subject to change without notice.