



Friday, April 14, 2017 - Holiday

Pay Period 4/2/17-4/15/17 (Timesheets due April 18, 2017)

If an employee works an **Alternative Work Schedule** during a pay period where a state Holiday falls, eSTAR will automatically credit the employee with 7.5 hours for the Holiday. An adjustment will be necessary if the employee is scheduled to work more or less than 7.5 hours on the day the Holiday falls.

Options allowed by [OMB's Alternative Work Schedule](#) and the eSTAR procedure:

http://www.delawarepersonnel.com/policies/alternative_schedule.shtml

Option 1 - Revert to a 7.5 hour schedule

Option 2 – Employee owes additional hours for Holiday; use leave to make up difference

Option 3 - Employee owes additional hours for holiday; work additional hours to make up difference

Option 4 – Holiday falls on scheduled day off

*****Please note: FLSA non-exempt (Overtime-eligible) employees MUST flex out the extra hours in the same work week that the Holiday falls.***

Please refer to **Job Aid 26**: *Holiday during an Alternative Work Schedule (AWS) or Flex Schedule on the [eSTAR](#) website*

(<http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html>) .

If you have questions, please contact your local Human Resources group—

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI / GBHC	302-223-1550
Stockley Center	302-933-3000