

July 5 additional day off FAQ:

University leadership has determined that Friday, July 5, 2024, will be granted as an extra day off to allow faculty and staff additional time with family and friends to extend the Independence Day holiday into a longer weekend.

We have developed the following FAQ to assist employees in various categories with questions related to the additional time off. If you have any questions that are not answered in this document, please [submit an online inquiry](#) to the Office of Human Resources.

We hope you enjoy your extended holiday weekend!

Frequently Asked Questions:

For non-exempt staff, how is time submitted for the extra day?

The hours/day off should be recorded in the same manner as you would report a University-recognized holiday.

For non-represented staff, use the “H-Holiday” hours type on their timecard.

What if I am a non-exempt staff and am required to work that day?

You should report the hours worked in the same manner as you would report hours worked on a University-recognized holiday. Refer to the online [Holiday Scenario Guide](#).

What should I do if I already submitted and/or had approved hours on July 5?

Non-represented staff must follow the online instructions for [editing and resubmitting](#) your timecard.

Exempt staff must resubmit your timecard, deleting any entry for July 5. Timecard approvers for Exempt staff must re-approve timecards even though 0 hours will be indicated.

Non-exempt staff need to resubmit their timecard designating July 5 off under the “H-Holiday” hours type.

Represented staff should speak to your supervisor about making any change.

Are temporary staff employees eligible to receive this additional day off?

No, this is only for regular staff and faculty.