



UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Office of the Assistant Dean for Finance and Management

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MEMORANDUM

Date: December 16, 2002
To: RED's, CED's and County Employees – exempt & non-exempt
From: Daniel W. Ramia
Ref: Reporting of County Holidays in the PHR System

In recent weeks it has come to our attention that the Holiday Leave banks of many employees are incorrect in the PHR System. During the implementation of PHR electronic timesheets, we were instructed to account for county holidays observed differently from UMCP by using Administrative leave. Based on changes in the system and automatic population of the holiday leave bank, our college has been instructed of a new process to record these holidays.

All employees of the University earn Holiday Leave at the same rate, regardless of where their office is located. The PHR system will now populate all leave days when the University earns them, regardless of when the counties may use them. The Holiday leave bank and electronic timesheets are two separate databases. It is up to the employee and supervisor to remove the pre-populated hours if the office is open and populate the time sheet with either a duty check or actual hours worked. By doing so, the hours will remain in the employee's Holiday Leave bank to be used on a day when the University is open but the county office is observing a day that the University does not. (i.e. election day, Columbus day, etc) In the case of holidays like Election Day, Columbus Day, Veterans Day, etc., when the county office is closed and the University remains open, the employee should populate their own time sheet with Holiday leave. If the employee populates holiday leave and worked that day, overtime pay would be automatically generated for non-exempt positions. At no time may Administrative leave be taken without prior permission of the Director of Extension and no Holiday Leave can be used before it is actually earned.

Beginning this January, all Holiday leave balances will be brought back to zero as Holiday Leave cannot be carried forward into the next year. This will correct all County employee leave banks for 2002 and employee balances will truly represent what holidays have been earned for the year. Careful attention while approving time sheets during all holiday times would greatly reduce the number of adjustments needed and insure all employees have the earned hours needed in their banks to complete their time records.

If you have any questions or problems, please contact Joan Parker in our payroll office on 301-405-2937.

Cc: James Wade
Thomas A. Fretz