

Entering Floating Legal Holiday Requests

What are Floating Legal Holiday Hours and When do I use Them?

Floating Legal Holiday hours typically occur when the actual Holiday lands on a Saturday. When the actual legal holiday lands on a Saturday those hours are available to for you to use at any time during the year. You do not need to wait until you earn them to use them. If you leave your position before those hours are actually earned you will pay back those overused hours.

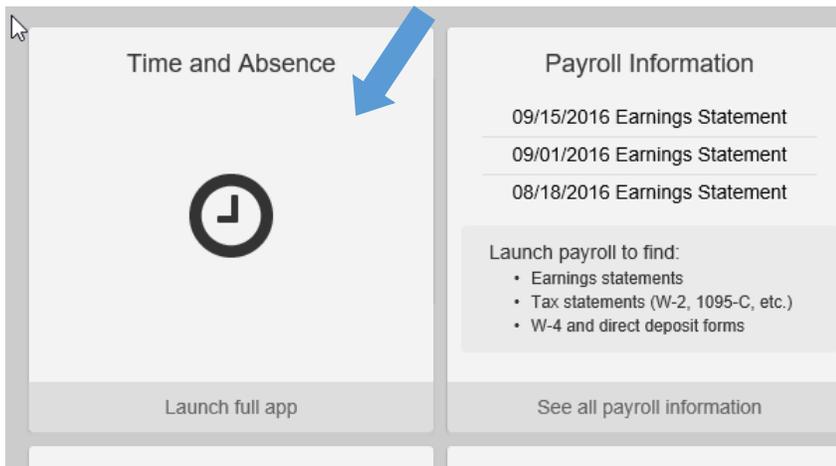
For hourly employees, if you worked on an actual legal holiday, those hours will be deferred to use at another time. You would claim the usage of those hours as indicated below. Refer to the *Worked on a Legal Holiday* guide for process requirements when you work on the legal holiday day.

Floating Legal Holidays must be used by the end of your leave allocation year (calendar or fiscal) or they will be lost.

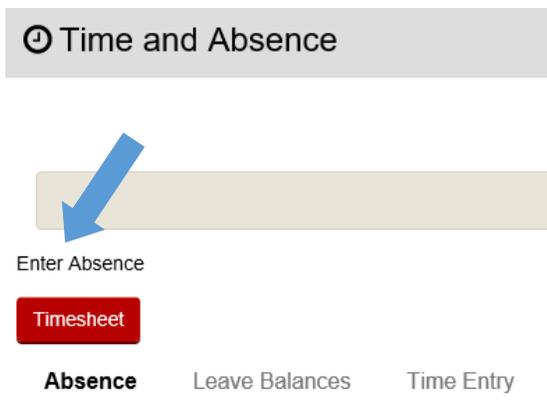
Leave Policies may be found here: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

Login To: My UW System Portal – <https://my.wisconsin.edu>
(where you check your earnings statements)

Click on Time and Absence App (box)



Click on “Enter Absence”



Request Absence



Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.
Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/09/2017. Entry for cash pay after that date will be paid in January.

Absence Detail ?

1 *Start Date

[View Monthly Schedule](#)

Filter by Type

2 *Absence Name

Comments

Requestor Comments



Go To [View Absence Request History](#) [View Absence Balances](#)

* Required Field

Steps to Follow in Request Absence Page

1. Enter Start Date
Filter by Type: defaults to All; Can use to filter by Legal Holiday if desire
2. *Absence Name:* Choose Legal Holiday from drop down

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Absence Detail ?

 * Start Date
[View Monthly Schedule](#)
3 End Date

 Filter by Type

 *Absence Name

Current Balance 56.00 Hours

 Reason

 Entry Type
4 Hours Per Day

 Duration Hours

5 – click *Calculate End Date or Duration*
Comments

Requestor Comments

6 – optional

[Go To](#)
[View Absence Request History](#)
[View Absence Balances](#)

7 – click submit

3. *Enter End Date*: Enter the same date as the start date if for one day; can use date ranges; date ranges should only include Monday through Friday dates; do *not* include weekends or holidays
Reason: Can ignore this field
Entry Type: Defaults to Hours per Day – leave as is
- 4. *Hours Per Day*: Enter total number of hours for one day of usage**
***Duration*: Leave Blank**
5. Click the *Calculate End Date or Duration* button
Duration: Will populate to same number as *Hours Per Day* if for one day. If using date range, duration will populate to total number of hours using for date range (i.e. if input start date as 7/2 and end date as 7/3 with Hours Per Day of 4.0, Duration will total 8.0 hours (4.0 for 7/2 and 4.0 for 7/3).
6. *Requestor Comments*: Not necessary but can provide explanation if desired
7. Click *Submit* to send the absence to Supervisor for approval
8. Click OK for *Submit Confirmation*
9. If you have a timesheet, go directly to Timesheet to enter time and/or comp time earning and usage as appropriate based on legal holiday entry