

**Holiday Early Release Process and Guidelines  
Frequently Asked Questions**

**1. How should the early release time be coded in Kronos for non-exempt (hourly) employees?**

The early release time must be entered by the supervisor and be coded as “Approved with Pay.”

**2. Our department has different shifts – how should we handle the early release time for those not normally scheduled to work from 2:00 pm – 5:00 pm?**

Those employees whose schedules do not fall during the early release time period (2 p.m. – 5 p.m.) should be provided three hours of “approved with pay” time within 30 days of the early release date, with supervisor/manager approval. For example, an employee who normally works 5 a.m. – 1:30 p.m. on an early release date would be eligible for three hours of time off approved with pay within 30 days of the early release date. The approved with pay time should be coordinated with the supervisor/manager to ensure adequate staff coverage on that date.

As another example, an employee whose normal hours end at 4:30 p.m. would leave at 2 p.m., receive 2.5 hours of time off approved with pay on the early release date, and would have 30 minutes of additional time off approved with pay on another day within 30 days. Again, the approved with pay time should be coordinated with the supervisor/manager to ensure adequate staff coverage on that date.

**3. What if my department is not closed and I work during the designated early release hours?**

Essential personnel who must work during the official early release closure periods will receive the equivalent amount of time off as “approved with pay” within 30 days of the early release closure date, with supervisor/manager approval. The approved with pay time should be coordinated with the supervisor to ensure adequate staff coverage on that date.

**4. What if a non-exempt employee wants to take a vacation day or a portion of a vacation day on the early release date, how should their time off be charged?**

Three hours of the day should be recorded as approved with pay, and the remaining time should be recorded as vacation.

**5. What if a non-exempt employee calls in sick on an early release day?**

Three hours of the day should be recorded as approved with pay and the remaining time should be recorded as Sick/Personal.

**6. Do the early release dates apply to exempt employees in addition to non-exempt (hourly) employees?**

Yes, exempt employees should be afforded the applicable amount of early release time. This time (three hours) should not be counted against the exempt employee’s vacation benefit. If exempt employees request a full vacation day on the early release closure date, they would be provided with 3 hours of time off within 30 days of the early closure date, with supervisor/manager approval.

**7. Does this apply to part-time employees?**

Yes, if a part-time employee's normal schedule falls over the early release time, they would be eligible for three hours of approved with pay time. If a part-time employee is not normally scheduled on the early release date, or during the early release time period, the part-time employee would be provided the three hours of approved with pay time within 30 days of the early release date. The scheduling of the approved with pay time should be coordinated with the supervisor to ensure adequate staff coverage on that date.

**8. Are student workers included in this policy?**

If a student worker is normally scheduled to work during the time of the early release, the student should receive early release time approved with pay for whatever portion of the three hours the student would have been scheduled to work. If a student is not scheduled to work during that time period, or has indicated that he/she will not be available to work (e.g. is leaving campus for break), the student worker would not be eligible for this payment.

**9. Are co-ops included in this policy?**

Yes, co-ops should be treated the same as regular employees and are eligible for early release time approved with pay.

**10. Are temporary workers working through Datrose or other outside agencies eligible for early release time off approved with pay?**

No, temporary workers are not eligible for this benefit. They are paid for time worked.