

VETERANS DAY REFERENCE GUIDE

Non-Exempt (Hourly) Non-Essential Employees

Questions regarding timesheet entry should be emailed to Accounts Payable at apayable@fhsu.edu or call AP at 5948.

Non-Exempt Employee with Normal Shift – NOT working on Veterans Day

Scenario: I am a non-exempt (hourly) employee, and I will **NOT** be working on Veterans Day. I will record my normal hours for my non-holiday scheduled days. For Veterans Day, the **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet. No other entry will be made, and no leave time needs to be recorded.

Mon, 11/10 Hours: 8	Tue, 11/11 Hours: 0	Wed, 11/12 Hours: 8	Thu, 11/13 Hours: 8	Fri, 11/14 Hours: 8
Time Period Lockout 10/26/2025 - 11/08/2025	Veterans Day 2025	Regular 8 Hours ⌚ Not Submitted	Regular 8 Hours ⌚ Not Submitted	Regular 8 Hours ⌚ Not Submitted
Regular 8 Hours ⌚ Not Submitted	Holiday Time Off - Paid 8 ⌚ Not Submitted			

Non-Exempt Non-Essential Employee WORKING on Veterans Day

Scenario: I am a non-exempt (hourly) employee, and I **will be working** on Veterans Day. I will record my normal hours for my non-holiday scheduled days. For Veterans Day, the **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet. I will report **Holiday Worked Compensation Time – Veterans Day ONLY** for the number of hours worked on the holiday. This will give me Comp Time credit for 1.5 times the number of hours worked, to be used for future paid time off.

****Employees that work second or third shift will use the Holiday Worked Comp Time-Veterans Day (Second Shift) or Holiday Worked – Veterans Day (Third Shift) to ensure they get the shift differential pay****

Mon, 11/10 Hours: 8	Tue, 11/11 Hours: 8	Wed, 11/12 Hours: 8	Thu, 11/13 Hours: 8	Fri, 11/14 Hours: 8
Time Period Lockout 10/26/2025 - 11/08/2025	Veterans Day 2025	Regular 8 Hours ⌚ Not Submitted	Regular 8 Hours ⌚ Not Submitted	Regular 8 Hours ⌚ Not Submitted
Regular 8 Hours ⌚ Not Submitted	Holiday Time Off - Paid 8 ⌚ Not Submitted			
	Holiday Worked Comp - Veterans Day 8 Hours ⌚ Not Submitted			

Non-Exempt Non-Essential Employee with a non-standard schedule and does not work on Veterans Day

Scenario: I am a non-exempt (hourly) employee, and I work Thurs– Monday. I normally am scheduled off on Tuesdays. I will record normal hours for all my non-holiday scheduled days. For Veterans Day, the **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet. I will not report any additional time on the holiday since this is my scheduled day off. If I have leave time on one of my normally scheduled days, I will need to reduce the leave time by up to 8 hours. I cannot be paid for more than 40 hours if I have not physically worked 40 hours.

Part-Time Non-Exempt Non-Essential Employee WORKING on Veterans Day

Scenario: I am a Part-Time non-exempt (hourly) employee, and I will be working on Veterans Day. I will record normal hours for all my non-holiday scheduled days. For Veterans Day, the **Holiday Time Off – Paid** (Holiday Credit) will automatically populate on my timesheet for the number of hours I am normally scheduled to work. I will report **Holiday Worked Comp Time – Veterans Day ONLY** for the number of hours worked on the holiday. This will give me Comp Time credit for 1.5 times the number of hours worked to be used for future paid time off.