Juneteenth Holiday Guidance

Juneteenth Holiday
Governor Ralph Northam has declared Friday, June 19, a state holiday and has ordered all state offices to close in observance of the day.

Juneteenth is the commemoration of the abolition of slavery in Texas, which was the final of the former Confederate states to abolish slavery, and provides an opportunity for the recognition of the significant contributions of African Americans to the Commonwealth and the nation.

As Gov. Northam noted, “I encourage all employers across the Commonwealth to also recognize the importance of this day and take action to celebrate not only the freedom but also the multitude of African American achievements.”

You can view the holiday schedule on the HR & Payroll website.

Flexibility
Due to the timing of this announcement, we realize it may not be possible for all faculty and staff to observe the day on Friday.

We ask that supervisors and all faculty and staff be as flexible as possible to clear your calendar when possible in observance of this holiday.

Juneteenth Timesheet Guidance
As with other scheduled holidays:

• Exempt employees (including faculty) do not need to report any leave hours on that day.
• Non-exempt employees should record June 19, 2020 as a holiday.

Faculty and staff who are paid on a bi-weekly pay schedule, please note:

• Those that have entered in leave for Friday, June 19, 2020, will be refunded their leave.
for that day

· If you are comp time eligible and working Friday, June 19, 2020, enter in 8 hours of comp time on the next timesheet. You do not need to submit a corrected timesheet
· If you are not eligible for comp time (i.e. administrative/professional faculty) and are working Friday, June 19, 2020, you should work with your supervisor directly to take an alternative day.

If you have questions about your timesheet, please email payroll@gmu.edu.

**Compressed Schedules and the Upcoming Holidays**

If you use the compressed schedule work option, please be aware of the upcoming **Juneteenth and July 4th holiday**. For the holiday, full-time employees with compressed schedules receive eight (8) hours of holiday pay and/or compensatory leave per day, depending on the situation, regardless of their compressed schedule hours.

There are three (3) possible scenarios. (These examples are based on a full-time schedule. Leave and pay are prorated for part-time employees.):

1. **With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week**
   · The employee would work eight (8) hours each day of the week that is not a holiday
   · Then receive eight (8) hours of holiday pay for the holiday

2. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee would normally work:**
   · The employee needs to account for their full compressed schedule work hours for the days during the holiday
     o The employee receives eight (8) hours of holiday pay for the holiday
     o For the remaining hours, the employee can either make up the hours during the week or take additional leave during the holiday
     o For example: If the employee normally works nine (9) hours on a day during the holiday, they will receive eight (8) hours of holiday pay and then will either work an additional hour during the week or take one (1) hour of leave on the day of the holiday

3. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee would not normally work:**
   · The employee will enter eight (8) hours for the holiday under compensatory leave earned when they complete their timesheet
   · The employee will then have eight (8) hours of compensatory leave they can use, with supervisor approval, within one (1) year from the pay period in which the hours are accrued (**State Policy 3.10**)

If you have any questions, please contact payroll@gmu.edu.
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