

To check for expiring holidays, pull up your Time & Attendance time sheet, at the bottom look for “view holidays”:



Check to see if you earned a holiday:

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
01/16/2023	Martin Luther King Day	0	0	01/15/2024	N
02/13/2023	Lincoln's Birthday	1	1	02/11/2024	Y
02/20/2023	Washington's Birthday	0	0	02/19/2024	N
05/29/2023	Memorial Day	0	0	05/28/2024	N
06/19/2023	Juneteenth	0	0	06/18/2024	N
07/04/2023	Independence Day	0	0	07/03/2024	N
09/04/2023	Labor Day	0	0	09/03/2024	N
10/09/2023	Columbus Day	0	0	10/08/2024	N
11/07/2023	Election Day	1	0	11/06/2024	Y
11/11/2023	Veterans' Day	1	0	11/10/2024	N
11/23/2023	Thanksgiving Day	0	0	11/22/2024	N
12/25/2023	Christmas Day	0	0	12/24/2024	N
01/01/2024	New Year's Day	0	0	12/31/2024	N
01/15/2024	Martin Luther King Day	0	0	01/14/2025	N
02/12/2024	Lincoln's Birthday	1	0	02/11/2025	Y
02/19/2024	Washington's Birthday	0	0	02/18/2025	N

Check to see if you used the holiday:

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
01/16/2023	Martin Luther King Day	0	0	01/15/2024	N
02/13/2023	Lincoln's Birthday	1	1	02/11/2024	Y
02/20/2023	Washington's Birthday	0	0	02/19/2024	N
05/29/2023	Memorial Day	0	0	05/28/2024	N
06/19/2023	Juneteenth	0	0	06/18/2024	N
07/04/2023	Independence Day	0	0	07/03/2024	N
09/04/2023	Labor Day	0	0	09/03/2024	N
10/09/2023	Columbus Day	0	0	10/08/2024	N
11/07/2023	Election Day	1	0	11/06/2024	Y
11/11/2023	Veterans' Day	1	0	11/10/2024	N
11/23/2023	Thanksgiving Day	0	0	11/22/2024	N
12/25/2023	Christmas Day	0	0	12/24/2024	N
01/01/2024	New Year's Day	0	0	12/31/2024	N
01/15/2024	Martin Luther King Day	0	0	01/14/2025	N
02/12/2024	Lincoln's Birthday	1	0	02/11/2025	Y
02/19/2024	Washington's Birthday	0	0	02/18/2025	N

Check to see when holiday expires:

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
01/16/2023	Martin Luther King Day	0	0	01/15/2024	N
02/13/2023	Lincoln's Birthday	1	1	02/11/2024	Y
02/20/2023	Washington's Birthday	0	0	02/19/2024	N
05/29/2023	Memorial Day	0	0	05/28/2024	N
06/19/2023	Juneteenth	0	0	06/18/2024	N
07/04/2023	Independence Day	0	0	07/03/2024	N
09/04/2023	Labor Day	0	0	09/03/2024	N
10/09/2023	Columbus Day	0	0	10/08/2024	N
11/07/2023	Election Day	1	0	11/06/2024	Y
11/11/2023	Veterans' Day	1	0	11/10/2024	N
11/23/2023	Thanksgiving Day	0	0	11/22/2024	N
12/25/2023	Christmas Day	0	0	12/24/2024	N
01/01/2024	New Year's Day	0	0	12/31/2024	N
01/15/2024	Martin Luther King Day	0	0	01/14/2025	N
02/12/2024	Lincoln's Birthday	1	0	02/11/2025	Y
02/19/2024	Washington's Birthday	0	0	02/18/2025	N

Holiday or Floater earned **MUST** be taking **BEFORE** the expiration date, it CANNOT be taking on the day of expiration. In the example below, Election Day was an earned floating holiday that has not been used, it expires 11/6/2024. Earned floating holiday can be used up to 11/5/2024 but not on 11/6/2024.

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
01/16/2023	Martin Luther King Day	0	0	01/15/2024	N
02/13/2023	Lincoln's Birthday	1	1	02/11/2024	Y
02/20/2023	Washington's Birthday	0	0	02/19/2024	N
05/29/2023	Memorial Day	0	0	05/28/2024	N
06/19/2023	Juneteenth	0	0	06/18/2024	N
07/04/2023	Independence Day	0	0	07/03/2024	N
09/04/2023	Labor Day	0	0	09/03/2024	N
10/09/2023	Columbus Day	0	0	10/08/2024	N
11/07/2023	Election Day	1	0	11/06/2024	Y
11/11/2023	Veterans' Day	1	0	11/10/2024	N
11/23/2023	Thanksgiving Day	0	0	11/22/2024	N
12/25/2023	Christmas Day	0	0	12/24/2024	N
01/01/2024	New Year's Day	0	0	12/31/2024	N
01/15/2024	Martin Luther King Day	0	0	01/14/2025	N
02/12/2024	Lincoln's Birthday	1	0	02/11/2025	Y
02/19/2024	Washington's Birthday	0	0	02/18/2025	N

Classified time records will show holiday amount in hours instead of days, but the process is the same.

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
12/26/2022	Christmas Day	7.5	7.5	12/24/2023	N
01/02/2023	New Year's Day	7.5	7.5	12/31/2023	N
01/16/2023	Martin Luther King Day	7.5	7.5	01/15/2024	N
02/13/2023	Lincoln's Birthday	7.5	7.5	02/11/2024	Y
02/20/2023	Washington's Birthday	7.5	7.5	02/19/2024	N
05/29/2023	Memorial Day	7.5	7.5	05/28/2024	N
06/19/2023	Juneteenth	7.5	7.5	06/18/2024	N
07/04/2023	Independence Day	7.5	7.5	07/03/2024	N
09/04/2023	Labor Day	7.5	7.5	09/03/2024	N
10/09/2023	Columbus Day	7.5	7.5	10/08/2024	N
11/07/2023	Election Day	7.5	0	11/06/2024	Y
11/11/2023	Veterans' Day	7.5	0	11/10/2024	N
11/23/2023	Thanksgiving Day	7.5	7.5	11/22/2024	N
12/25/2023	Christmas Day	7.5	0	12/24/2024	N
01/01/2024	New Year's Day	7.5	0	12/31/2024	N

You cannot take the earned holiday or floating holiday on a holiday or floating holiday. Example, you cannot take the above earned election day holiday on 11/5/2024 as that is a holiday already. Best practice is to use your earned holidays / floating holiday prior to when the new holiday will be earned (use Election day from 2023 prior to Election day 2024).