

# Winter Break Tips For Entering Time

## ADMINISTRATORS (SUPERVISORS, DIRECTORS, DEANS, AND VICE PRESIDENTS)

**If your vacation balance is 320 hours or greater on 12/01/23:**

- 7 Days or 56 hours (December 18, 19, 20, 21, 26, 27, 28)

**If your vacation balance is 319 hours or less on 12/01/23**

- 5 Days or 40 hours (December 18, 19, 20, 21, 26)

## 12 MONTH EMPLOYEES (EXCLUDING ADMINISTRATORS)

Claim 5 days or 40 hours (December 20, 21, 26, 27, 28)

## 9, 10, 11, & 12 MONTH EMPLOYEES ON PARTIAL CONTRACT

Claim 5 days – see below for exact hours (December 20, 21, 26, 27, 28)

## BREAKDOWN OF HOURS BASED ON WORK ASSIGNMENT

100%=40 hours	80%=32 hours	60%=24 hours	45%=18 hours
90%=32 hours	75%=30 hours	50%=20 hours	44%=17.60 hours
87.5%=35 hours	70%=28 hours	47.5%=19 hours	

**WHEN ENTERING YOUR TIME, YOU WILL NEED TO SPLIT/DIVIDE YOUR TIME BASED ON:**

- **THE DAYS AS INDICATED ABOVE. FOR EXAMPLE: 28 HOURS SHOULD BE SUBMITTED IN SELF-SERVICE AS FOLLOWS:**
  - 12/20=5.60 HOURS
  - 12/21=5.60 HOURS
  - 12/26=5.60 HOURS
  - 12/27=5.60 HOURS
  - 12/28=5.60 HOURS

