Holiday Paid as Administrative Leave

This is how an employee in an Administrative Leave Status is paid when a Holiday occurs. Employees are afforded time off (either on the Holiday or an alternate day) and the Holiday may be paid as Administrative Leave, with the employee remaining in Administrative Leave status.

When the Holiday occurs on a scheduled day, the system provides Holiday Leave. For some Administrative Leave types: (Admin Leave - Temp Disability, Disability Leave – Workers Comp, Military Leave, Admin Leave – <Union> Business, or other Admin Leave pay codes that may be subject to State or Federal reimbursement, funding sources, accounting sources, or favorable tax status) it is appropriate for the employee to remain in the Administrative Leave Status. In these cases, the Holiday Leave is removed from the timecard with a negative Holiday Leave entry and a comment code is added by the MCtime Team.

	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
✖	Hours Worked									
✖	Admin Lv - Temp Disability			8.0	8.0	8.0	8.0	8.0		40.0
✖	HOL - Holiday Leave			-8.0 💬						-8.0
✖	Memorial Day			8.0						8.0
✖	<Enter Pay Code>									
✖	Schedule			8:00…	8:00…	8:00…	8:00…	8:00…		
✖	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

Totals   Accruals   **Audits**   Historical Corrections

Comments ▼

Date	Time	Type	User	Comment	Note
Mon 5/29		Pay Code Edit	MCTIME12	Holiday Paid as Admin Leave	

Note: During the Covid-19 response, it is not necessary remove the Holiday Leave Pay Code for Admin Leave - Other with **Reason Code** ADMCOVID. It may occur if time permits.

When the Holiday occurs on an unscheduled day, the system does not provide a Holiday Credit.

If the employee was in a work or paid leave status, the employee might receive an alternate day off in the pay period as HOL – Holiday Leave, CLH - Comp Lv Earned for Holiday, or if appropriate, HDP – Holiday Pay (does not count toward scheduled hours).

Since the employee is in an Admin Leave Status an alternate holiday is designated. In these cases, the Holiday Leave is granted on an alternative day with a comment code added to indicate "Holiday Paid as Admin Leave."

	Pay Code	Transfer	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06	Total
✕	Hours Worked									
✕	Admin Lv - Temp Disability				8.0 💬	8.0	8.0	8.0	8.0	40.0
✕	<Enter Pay Code>									
✕	Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Totals   Accruals   **Audits**   Historical Corrections

Comments ▼

Date	Time	Type	User	Comment	Note
Tue 5/02		Pay Code Edit	MCTIME12	Holiday Paid as Admin Leave	

Note: For MCGEO represented and unrepresented employees - CLH - Comp Lv Earned for Holiday or HDP – Holiday Pay should not be granted. During the COVID-19 response, any Admin Leave - Other with Reason Code ADMCOVID or Admin Leave -Cnty Facility Clsd full day within the pay period may be designated as the Alternate Holiday with HOL – Holiday Leave. (Unscheduled day guidance does not apply to IAFF or FOP represented employees.)