May 31, 2017

To: All CBOs, EBOs, and Employees

From: Toni S. Christian
        Director of Benefits Administration

RE: Floating Holiday hours to Expire June 30, 2017, transfer to annual leave

On March 1, 2017 a floating holiday was granted for all leave-eligible employees. The holiday granted was worth 4.00 hours. The holiday was granted to eligible employees through the MyTime Leave System and pro-rated based upon the employee’s full time equivalency (FTE).

Effective July 1, 2017 any employee that has not used all available floating holiday hours through the MyTime Leave System will forfeit those hours and they will be removed from the employee’s available floating holiday balance.

There are situations in which an employee will use as much of their floating holiday hours as possible, but still have a remaining balance that is less than .25 hours. This situation would apply to an employee who earned a pro-rated amount of floating holiday hours that were not an even quarter hour. For example, an employee with an FTE of .80 would have earned 3.20 hours for the floating holiday (4.00 x .80 FTE). The MyTime Leave System will only accept quarter hour increments of leave, so some employees may have amounts remaining that cannot be requested, in this example the employee would have .20 hours remaining.

Employees that may have this situation will have their remaining floating holiday hours (.25 hours or less) transferred into their annual leave balance in the MyTime Leave System effective July 1, 2017. Only amounts that are less than .25 hours will be transferred into annual leave, any amounts over .24 hours will be forfeited.

It is very important that requests and approvals for use of floating holiday hours be completely processed in the MyTime Leave System prior to June 30, 2017. Requests that are not submitted and approved in the Leave System by June 30, 2017 will be considered void and all remaining hours will be forfeited by the employee.

Questions regarding this information should be directed to Benefits Administration at (304) 293-5700x4 or email Leave@mail.wvu.edu.