

## Holiday to Pay on Leave of Absence

Payroll Partners,

This communication notice is regarding a May Change Advisory Board (CAB) release item for Holidays to pay while on a leave of absence.

### What Payroll Partners need to know:

- This change impacts employees whose collective bargaining agreement (CBA) mentions Holiday will be paid out as long as the employee is active.
- This change will start in May 2024 and is no retroactive.
- Paid Holiday will populate based on FTE \*8 for CBAs that pay the full holiday for Workday Time Tracking users only.
- No longer need to take the employee off leave of absence to pay the holiday.
- For agencies that have CBAs that pay a prorated holiday.
- Enter Holiday Adjustment with the number of hours to be paid while on a leave of absence.
- For external time tracking agencies: Enter HO for the number of hours to pay.
- Time must be submitted and approved to pay in pay results.
- You can still enter Holiday via pay input.

If you have any questions regarding this update, please submit a case in Workday.

Sincerely,

DAS Workday Team

