

Assigning Leave Earn Codes for Union Employees

1. When your Union employee has been off work for any of the following reasons:
 - a. Vacation Leave
 - b. Sick Time
 - c. Floating Paid Holiday
 - d. Bereavement Leave
 - e. Severe Weather Closing

You will need to edit the employee's Individual Hours record and **add the hours** or days for the specific type of leave.

2. First, go to the employee's *Individual Hours*, then **+Add Segment** and select the type of leave you would like to select for your employee. you can choose if you would like to input hours by *Time sheet entry* (hours) or *time in / time out*. If you would like to choose Timesheet entry, check the second box down, and you will be only asked to enter the start time and how many hours worked.

Then select **SAVE**.

3. Alternatively, you can choose to enter the *Time in / Time out* and then select the type of leave for your employee, then select **SAVE**.
4. **How it's calculated:** For Non- High Holidays (New Year's Day, Martin Luther King Jr, Day, Memorial Day, Independence Day, Labor Day, Friday after Thanksgiving Day, Christmas Eve Day) when an employee works, they are paid at 2.5 times (1 times for the Holiday plus 1.5 times for the hours worked) this is automatically tracked in the system and requires **no special changes** by the manager.