



How to Create an “In Lieu of” Holiday for Employees

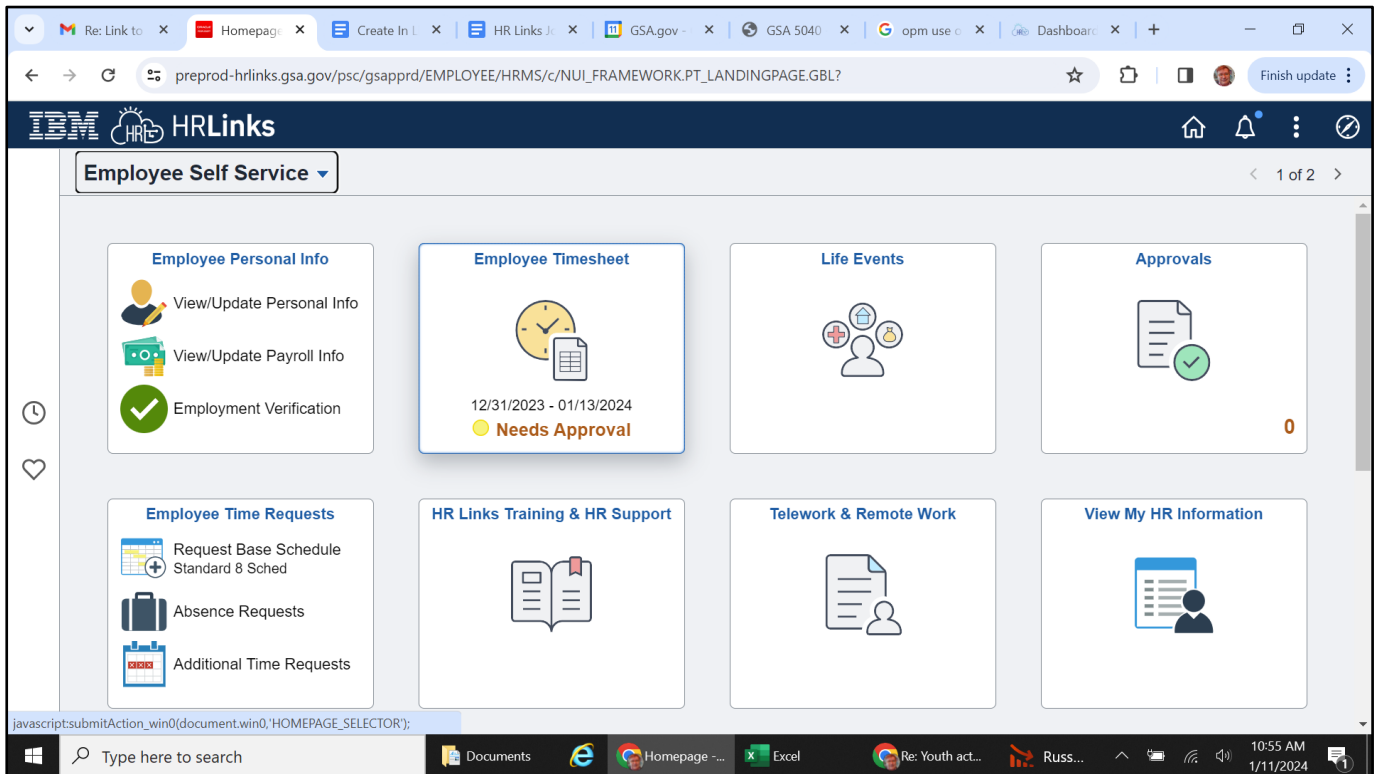
Federal employees are eligible for paid holidays under the holiday law, 5 U.S.C. 6103. These are calendar holidays, with many on Mondays but some on other days (such as Thanksgiving on Thursdays). Christmas and New Years can occur on any day of the week, depending on that year’s particular calendar. Under that law, when a calendar holiday falls on a non-workday, the employee is eligible for a substitute holiday, called an “in lieu of” holiday.

When a calendar holiday falls on a calendar Monday through Saturday, the in lieu of holiday is observed for pay and leave purposes on the preceding workday (meaning, the last regular workday before the calendar holiday). There is a special rule for calendar holidays that occur on a Sunday. Under Executive Order 11582 (1971), when a holiday occurs on a calendar Sunday the following workday (i.e. typically Monday) is observed for pay and leave purposes.

*In lieu of holidays only apply to full-time employees. Part-time and intermittent employees are **not entitled** to an “in lieu of” holiday. For more information you can read [OPM’s Fact Sheet](#) on in lieu of holidays.*


*HR Links is designed to normally place calendar holidays onto the employee’s timesheet, when that calendar holiday is a workday. When the calendar holiday is **not** a regular workday (according to the Base Schedule), HR Links will **not apply** the holiday to the timesheet. It is up to the employee (user) to designate the correct in lieu of holiday. This Job Aid shows you how to manually record an in lieu of holiday.*

1. From the Employee Self Service home page, select **Employee Timesheet** on the **Employee Time Requests** tile.



2. For this example, we will illustrate how to record the 2024 Martin Luther King Birthday which falls on a calendar Monday (i.e. January 15, 2024). Select **Next Pay Period** to see how the calendar holiday relates to the base schedule.

PAY PERIOD

12/31/2023  **← PREV** **NEXT →**

Edit Total/Scheduled: **80.0/80.0**

Timesheet Status: **Needs Approval**

Payroll status: **Not Sent**

View Chart **SUBMIT**

3. In this case, for illustration, we have the employee on a flexible work schedule, under the “maxiflex” Base Schedule pattern. Under this pattern, the employee has fewer than 10 workdays each pay period and completes the total of 80 hours each pay period by typically

Create In Lieu Holiday on Timesheet (Employee)

working longer than 8 hours each workday. For this situation, when the Base Schedule is applied, you might see something like this:

The screenshot shows the IBM HR Links timesheet entry interface for Colin Bennett (ID: 00027729). The interface is for the pay period 01/14/2024. The schedule type is MaxiFlex (80). The timesheet status is 'Needs Submission' and the payroll status is 'Not Sent'. The total scheduled hours are 80.0/80.0. The timesheet shows a calendar view from Sunday, January 14, to Saturday, January 27, 2024. The days are categorized as follows: Sunday (1/14) and Saturday (1/20, 1/27) are marked with a '+' icon, indicating non-workdays. Monday (1/15) is also marked with a '+' icon, indicating a non-workday. Tuesday (1/16) through Friday (1/19) and Monday (1/22) through Friday (1/26) are marked as '9 hr Regular' with a '093' code. The interface includes buttons for 'REQUEST ABSENCE', 'REQUEST ADDITIONAL TIME', 'ABSENCE BALANCES', 'PREV', 'NEXT', and 'SUBMIT'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:46 AM on 1/11/2024.

4. As you can see from the above, Monday January 15, which is a calendar holiday, is actually a **non-workday**. When calendar holidays fall on non-workdays, HR Links requires the user to manually designate the “in lieu of” holiday.
5. By applying the in lieu of holiday rules, the user realizes that the in lieu of holiday is observed on the **preceding** workday, which would be (according to the Base Schedule), the prior **Friday, January 12, 2024**. We can see that in this example, for this pay year, the calendar holiday and the in lieu of holiday fall in different pay periods. Under the civil service rules, this is acceptable and **does not** affect either the rules or the timekeeping procedure. In addition, the HR Links system is configured with sufficient flexibility to allow the next steps.
6. Because the in lieu of holiday is in the prior pay period, in the upper right-hand side of the page, select the previous pay period:

REQUEST ABSENCE

REQUEST ADDITIONAL TIME

ABSENCE BALANCES

PAY PERIOD

01/14/2024

← PREV

NEXT →

Edit

Total/Scheduled: 80.0/80.0

Timesheet Status: Needs Submission

Payroll status: Not Sent

View Chart

SUBMIT

- On that prior pay period, the user will need to change the prior workday (i.e., Friday January 12, 2024) from Regular work hours (TRC 001) to instead Holiday hours (TRC 002):

Wed 1/10	Thu 1/11	Fri 1/12
8 hr Regular 093	8 hr Regular 093	8 hr Regular 093

- With your cursor, click the vertical bar of time for Friday, January 12, and a menu will then be displayed:

TIME ENTRY

Fri 1/12

TIME REPORTING CODE *

001-Regular Time

Additional TRC

093-Telework-Full-Time

QUANTITY

LABOR CODE

TASK CODE

8.0

ADD ANOTHER LABOR CODE

DELETE TIME

CANCEL

SAVE

Create In Lieu Holiday on Timesheet (Employee)

9. Click on the drop-down box arrow for **Time Reporting Code** and the following menu will be displayed. Use your cursor and select **“002 Holiday Observed.”**

TIME ENTRY
Fri 1/12

TIME REPORTING CODE *

- 001-Regular Time
- 001-Regular Time
- 002-Holiday Observed**
- 006-Actual AUO Hours Worked
- 007-FLSA Hours Worked
- 009-Make Up Hours before OT
- 010-Regular Scheduled OT
- 011-Holiday Worked
- 012-Sunday Premium
- 013-Comp Time Earned
- 014-Irregular Scheduled OT
- 015-Call Back OT
- 016-Travel Comp Time Earned
- 017-OT Rotating Shift
- 020-2nd Shift Night Diff
- 022-EDP Act Expose/OT 4%
- 023-EDP Act Expose/OT 6%
- 024-EDP Act Expose/OT 25%
- 025-EDP Act Expose/OT 50%
- 026-EDP Act Expose/OT 8%
- 030-3rd Shift Night Diff

Additional TRC
093-Telework-Full-Time

TASK CODE


CANCEL SAVE

10. Click on the **Save** button. Your time for that day will be updated, from Regular work hours to paid holiday hours instead:


Wed 1/10	Thu 1/11	Fri 1/12
8 hr Regular 093	8 hr Regular 093	8 hr Holiday

11. You are now able to **Submit** the timesheet:

PAY PERIOD

12/31/2023  [< PREV](#) [NEXT >](#)

[Edit](#) Total/Scheduled: **80.0/80.0**



Timesheet Status: **Needs Submission**

Payroll status: **Not Sent**

[View Chart](#) [SUBMIT](#)

12. When you select the **Submit** button, you will see this message, Select **Yes, Submit**:

Attestation of Time

19.0 Absence

61.0 Base


80.0 Worked Hours

I certify that this timesheet submission is true and accurate for all hours worked during the pay period reflected here.


[CANCEL](#) [YES, SUBMIT](#)

[View Chart](#)

13. When you submit the timesheet you will receive a confirmation on the screen. You have successfully submitted your timesheet with an “in lieu of” holiday.

Timesheet submitted successfully 

PAY PERIOD

12/31/2023 

[Edit](#) Total/Scheduled: **80.0/80.0**

