

**Legal Holiday eligibility and background:**

- Employees who have a 10-, 11-, or 12-month faculty, academic staff, limited, or university staff appointments and meet the eligibility criteria to participate in the Wisconsin Retirement System (WRS) are eligible for legal holiday.
- For FA/AS/LI appointments, 72 legal holiday hours (prorated by appointment percentage) are appointed at the beginning of each fiscal year. Employees must be in pay status the day prior to or following the observed holiday in order to earn the holiday hours and be eligible to use them.
- A listing of legal holidays observed by UW-La Crosse can be found at [uwlax.edu/human-resources/legal-holidays/](http://uwlax.edu/human-resources/legal-holidays/)
- Per UW System policy, when a legal holiday falls on a Sunday, the legal holiday is observed the following Monday and when a legal holiday falls on a Saturday, the legal holiday is granted as a floating legal holiday and the earned legal holiday hours may be used on another date.

**Legal Holiday reporting scenarios:**

*For instructions for reporting your legal holiday hours, please determine the appropriate scenario and follow the instructions for that scenario.*

- **Scenario 1:** the legal holiday falls on a week day and you do not work on the holiday
- **Scenario 2:** the legal holiday falls on a week day and you work on the holiday
- **Scenario 3:** the legal holiday falls on a Sunday
- **Scenario 4:** the legal holiday falls on a Saturday

**Scenario 1:**

- When a legal holiday falls on a week day and you do not work on the holiday, you do not need to do anything.
- The legal holiday will automatically be loaded to your absence request history and your legal holiday balance will be adjusted accordingly.

**Scenario 2:**

- When a legal holiday falls on a week day and you work on the holiday, you need to notify Human Resources.
- The legal holiday will automatically be loaded to your absence request history and Human Resources will need to cancel it or override the number of hours.
- Please contact your payroll coordinator or [payroll@uwlax.edu](mailto:payroll@uwlax.edu) via email, include the number of hours you worked on the holiday (rounded to half- or full-day increments for full-time employees) and cc your supervisor.

**Scenario 3:**

- When a legal holiday falls on a Sunday, the legal holiday will automatically be loaded to your absence request history on the Monday following the legal holiday.
- If you do not work on the Monday following the legal holiday, you not need to do anything.
- If you work on the Monday following the legal holiday, you need to notify Human Resources using the scenario 2 instructions above.

**Scenario 4:**

- When a legal holiday falls on a Saturday, the holiday is granted as a floating legal holiday and the holiday will not be automatically loaded to your absence request history.
- You will need to enter the floating legal holiday on the date you choose to observe the legal holiday.
  - The floating legal holiday hours need to used prior to the end of the fiscal year.
  - In many cases, the campus or an individual unit will decide to close the Friday prior to a legal holiday that falls on a Saturday. If that is the case, you are encouraged to use your floating legal holiday on the date the campus/unit has decided to observe the holiday.
- To enter a floating legal holiday, you need to enter an absence request.
  - Launch the Time and Absence app in your [My UW System portal](#) and click the “enter absence” link;
  - Chose the date you’d like to use the floating holiday hours;
  - Change the absence name to “Legal Holiday”;
  - Change the end date to the same as the start date;
  - Enter the number of hours per day and duration (8 hours for full-time or prorated by FTE);
  - Click the submit button.

**Request Absence**

**Absence Detail**

\*Start Date: 12/23/2016 [View Monthly Calendar](#)

End Date: 12/23/2016

Filter by Type: All

\*Absence Name: Legal Holiday (UNC) Current Balance: 48.00 Hours\*\*

Reason: Select Absence Reason

Entry Type: Hours Per Day

Hours Per Day: 8.00

Duration: 8.00 Hours

[Calculate End Date or Duration](#)

**Comments**

Requestor Comments:

\* Required Field

\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

[Save for Later](#) [Submit](#)

Go To: [View Absence Request History](#)  
[View Absence Balances](#)

**Questions? Contact Payroll at  
785-8013 or payroll@uwlax.edu**