



Deviated Schedules: Examples

Important:

- Your monthly schedule in STAR determines when you may use leave time. You may use leave time only on days that contain scheduled work hours.
- The amount of leave used per day may not exceed the number of scheduled work hours. For example, if your STAR monthly schedule reflects 4 hours of work on a particular day, you may use no more than 4 hours of leave on that day.

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Example 1: One Holiday in the Week

Below are examples of where a holiday falls on Monday.

Schedule: Monday through Thursday, 10-hour days

You decide to use 10 hours of legal holiday leave on Monday.

From 12/06/2015 to 12/12/2015 ?													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Task	
	Sun	12/6	New								43582006		
	Mon	12/7	Approved						LGHOL - Legal Holiday Hours Taken	10.00	43582006		
	Tue	12/8	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Wed	12/9	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Thu	12/10	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Fri	12/11	New								43582006		
	Sat	12/12	New								43582006		

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Schedule: Tuesday through Friday, 10-hour days

Your schedule is Tuesday through Friday, so you do not have to use leave time on Monday. Instead, you can use the leave time for a future date.

From 11/29/2015 to 12/05/2015 ?													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Task	
	Sun	11/29	New								43582006		
	Mon	11/30	New								43582006		
	Tue	12/1	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Wed	12/2	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Thu	12/3	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Fri	12/4	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435	
	Sat	12/5	New								43582006		

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Schedule: Monday through Friday, 9-hour days; Friday, 4-hour day

You decide to use 8 hours of legal holiday leave and 1 hour of vacation for the holiday on Monday.

From 12/06/2015 to 12/12/2015 ?													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Task	
	Sun	12/6	New								43582006		
	Mon	12/7	Approved						VACTN - Paid Vacation Time Taken	1.00	43582006		
			Approved						LGHOL - Legal Holiday Hours Taken	8.00	43582006		
	Tue	12/8	Submitted	8:00:00AM	1:00:00PM	1:30:00PM	5:30:00PM	9.00			43582006	435	
	Wed	12/9	Submitted	8:00:00AM	1:00:00PM	1:30:00PM	5:30:00PM	9.00			43582006	435	
	Thu	12/10	Submitted	8:00:00AM	1:00:00PM	1:30:00PM	5:30:00PM	9.00			43582006	435	
	Fri	12/11	Submitted	8:00:00AM			12:00:00PM	4.00			43582006	435	
	Sat	12/12	New								43582006		

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Example 2: Two Holidays in the Week

Below are examples of where a holiday falls on a Thursday and Friday.

Schedule: Monday through Thursday, 10-hour days

You decide to use 10 hours of legal holiday leave on Thursday and no absence time on Friday, since you are not scheduled to work on Friday. Since your schedule is only 10 hours per day, you cannot take more than 10 hours of leave time on Thursday.

From 11/29/2015 to 12/05/2015 ?												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Tas
	Sun	11/29	New								43582006	
	Mon	11/30	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435
	Tue	12/1	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435
	Wed	12/2	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435
	Thu	12/3	Approved						LGHOL - Legal Holiday Hours Taken	10.00	43582006	
	Fri	12/4	New								43582006	
	Sat	12/5	New								43582006	

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Schedule: Tuesday through Friday, 10-hour days

You decide to take 10 hours of legal holiday leave for both Thursday and Friday.

From 11/29/2015 to 12/05/2015 ?												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Tas
	Sun	11/29	New								43582006	
	Mon	11/30	New								43582006	
	Tue	12/1	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435
	Wed	12/2	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	5:30:00PM	10.00			43582006	435
	Thu	12/3	Approved						LGHOL - Legal Holiday Hours Taken	10.00	43582006	
	Fri	12/4	Approved						LGHOL - Legal Holiday Hours Taken	10.00	43582006	
	Sat	12/5	New								43582006	

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Schedule: Monday through Friday, 9-hour days; Friday, 4-hour day

You decide to use legal holiday leave on both Thursday (9 hours) and Friday (4 hours).

From 11/29/2015 to 12/05/2015 ?												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Tas
	Sun	11/29	New								43582006	
	Mon	11/30	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	9.00			43582006	435
	Tue	12/1	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	9.00			43582006	435
	Wed	12/2	Submitted	7:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	9.00			43582006	435
	Thu	12/3	Approved						LGHOL - Legal Holiday Hours Taken	9.00	43582006	
	Fri	12/4	Approved						LGHOL - Legal Holiday Hours Taken	4.00	43582006	
	Sat	12/5	New								43582006	

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Example 3: Flex Time Usage

Below are examples of workers who decided to flex their time over a holiday.

Schedule: Monday through Thursday, 8.5-hour days; Friday, 6-hour day

Friday is a holiday, and you have been approved to flex your schedule for the week. You would like to work 8-hour days Monday through Thursday, taking 8 hours of legal holiday leave on Friday. Since your schedule has you working only 6 hours on Friday, your leave time cannot exceed 6 hours on that day. Instead, you can flex your work and leave time to total 40 hours for the week by using 30 minutes of leave on each of the remaining scheduled work days to account for 8 hours of total leave.

From 12/13/2015 to 12/19/2015												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Ta
	Sun	12/13	New								43582006	
	Mon	12/14	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	0.50	43582006	
	Tue	12/15	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	0.50	43582006	
	Wed	12/16	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	0.50	43582006	
	Thu	12/17	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	0.50	43582006	
	Fri	12/18	Approved						LGHOL - Legal Holiday Hours Taken	6.00	43582006	
	Sat	12/19	New								43582006	

Schedule: Monday through Friday, 9-hour days; Friday, 4-hour day

Thursday and Friday are holidays, and you have been approved to flex your schedule for the week. You would like to work 8-hour days Monday through Wednesday, taking 8 hours of legal holiday leave on both Thursday and Friday. Since your schedule has only 4 hours on Friday, you cannot exceed 4 hours of legal holiday leave on that day. Instead, you can flex your work and leave time to total 40 hours for the week by using 1 hour of leave on each of the remaining scheduled work days to account for 16 hours of total leave.

From 12/13/2015 to 12/19/2015												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Ta
	Sun	12/13	New								43582006	
	Mon	12/14	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Tue	12/15	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Wed	12/16	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Thu	12/17	Approved						LGHOL - Legal Holiday Hours Taken	9.00	43582006	
	Fri	12/18	Approved						LGHOL - Legal Holiday Hours Taken	4.00	43582006	
	Sat	12/19	New								43582006	

Schedule: Monday through Friday, 9-hour days; Friday, 4-hour day

Friday is a holiday, and you have been approved to flex your schedule for the week. You would like to work 8-hour days Monday through Thursday and split the holiday with vacation and legal holiday leave. Since your schedule has you working only 4 hours on Friday, you can only enter 4 hours of leave time on that day. Instead, you can flex your work and leave time to total 40 hours for the week by using 1 hour of leave on each of the remaining scheduled work days to account for 8 hours of total leave.

From 12/13/2015 to 12/19/2015												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Ta
	Sun	12/13	New								43582006	
	Mon	12/14	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Tue	12/15	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Wed	12/16	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Thu	12/17	Submitted	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	8.00			43582006	43
			Approved						LGHOL - Legal Holiday Hours Taken	1.00	43582006	
	Fri	12/18	Approved						VACTN - Paid Vacation Time Taken	4.00	43582006	43
	Sat	12/19	New								43582006	

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