***Please distribute this alert to any users within your agency who are responsible for Time Administration.***

**Addition of Juneteenth National Freedom Day (“Juneteenth”) to the Holiday Quota Beginning in 2022**

* Information regarding the addition of the Juneteenth holiday to the holiday quota beginning in 2022.

SAP has been updated to include Juneteenth as a holiday beginning in 2022. Holiday quotas that generated on 1/1/2022 included additional hours to account for this new holiday.

Juneteenth will be treated in accordance with the Holidays article of an employee’s applicable collective bargaining agreement.   
  
A holiday absence was also loaded to Infotype 2001 for those employees assigned to a basic work schedule rule where the second character on the work schedule is “B” and the last character is “5”, or a “CMR” PennDOT work schedule that ends with “5” (Reference, [Time Alert 2022-01, End of Year Processes](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/TIME_ALERT_2022_01_Year_End_Processes.doc)).

**IMPORTANT!** The 2022 holiday quota should be reviewed and may need to be updated for employees hired after 1/1/2022 as they may not have the correct number of hours in their 2022 holiday quota.

**Questions**  
Please submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the Time Category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.