

Year End Holiday Quota Cleanup Guide

Holiday quota is available based on the calendar year 1/1/XXXX to 12/31/XXXX and is immediately deducted when the holiday absence is entered. **Therefore, at the end of each calendar year the holiday quota should reflect zero.**

The single exception to this is when an employee works on a holiday, receives paid time off (holiday quota), and is unable to use the holiday quota within the appropriate calendar day period succeeding the holiday (as defined by the contract/personnel rules). If any excess holiday quota is valid at the end of the calendar year and is to be carried forward, excess holiday quota must be manually extended by the agency*.

IMPORTANT: Do not assume that all employees that have excess holiday quota remaining (PT50) at the end of a calendar year are eligible to extend the remaining holiday quota into the following calendar year.

Time Advisors should review each employee's record to confirm that the excess holiday quota is valid, and all earned, unused quota was carried forward into the following calendar year by doing the following:

- Verify that all holiday absences were entered as appropriate.
- Verify that quota corrections to reduce holiday quota because of a leave without pay (LWOP) were entered.
- Verify the holiday quota was correctly created (IT2012-QHOL) for new or rehired employees.
- Verify the holiday quota was correctly increased/reduced (IT2013) for employees that were transferred, promoted, demoted, etc.

**For employees in bargaining units that have negotiated holiday quota extension (QT26), SAP will automatically zero out the previous calendar year's holiday quota on the last day of the calendar year (12/31/XX) after time evaluation runs and create a holiday extension quota on the first day of the next calendar year (1/1/xxxx) after time evaluation runs.*

Instructions for processing excess holiday quota for holidays earned but not used in a calendar year

For each calendar year where there was a holiday quota remaining, enter a quota correction (PA61-IT2013), effective 12/30/XXXX, to decrease the holiday quota (QT25) by the number of holiday hours that will be extended into the following calendar year. Use the maintain text functionality on IT2013 to document the reason for the adjustment.

For each calendar year where the holiday quota will be extended, enter a quota correction (PA61-IT2013), effective 1/2/XXXX, to increase the holiday quota (QT25) by the number of holiday hours that were not used in the previous calendar year. Use the maintain text functionality on IT2013 to document the reason for the adjustment.

*Note: It is extremely important that users **NOT** enter 1/1/XXXX as the effective date when entering the quota correction prior to the establishment of the holiday quota for the following year. If the holiday quota is extended after the fact (the holiday quota for the following year was already established), using effective date 1/1/XXXX is not incorrect; however, we strongly encourage using 1/2/XXXX as the effective date to eliminate confusion.*

Negative Holiday Quota

There is no valid reason that an employee would have a negative holiday quota at calendar year end. Negative holiday quota is usually the result of user error. A few examples follow:

- An "HO" absence was entered for an employee that was on a LWOP the day before a holiday. In addition, a quota correction (PA61-IT2013) was also completed to adjust the holiday quota. In this example, the system automatically reduced the holiday quota for absence(s) coded as "HO"; therefore, no quota correction should have been entered.
- The holiday quota was used before the holiday was earned. When the holiday was earned, the employee was on a LWOP absence and a quota correction (PA61-IT2013) was entered to reduce the holiday quota resulting in a negative holiday quota. In this example, the unearned holidays that had already been taken should have been changed to another available absence type.
- The amount of the QHOL (PA61-IT2012) was incorrectly entered by the HR Service Rep when processing a PA40 action (e.g., new hire, rehire, promotions, etc.).

Additional Reminders

The following reminders may be helpful when reviewing employee records for errors and determining the appropriate action needed to correct any errors:

- The HR Service Rep creates the holiday quota for **new/rehired employees** when processing the PA40 Action. IT2012, subtype QHOL should reflect the number of hours of holidays remaining for the current calendar year for a newly hired/rehired employee. It is important that the "from" and "to" dates on the infotype are the same and equal to the effective date of the new hire/rehire action.
- When an employee transfers, **holiday quota transfers** with the employee. If the employee's new position earns more or less holiday quota, IT2012, QHOL must be created for the appropriate number of hours using the effective date of the transfer. If decreasing the current quota, enter the number with a "-" (minus sign). Reminder, holiday quota earned and not used prior to an employee transferring to another position cannot be transferred; it must be paid or reduced in accordance with the covered bargaining unit's agreement.
- **Part-time** employees' holiday quota is pro-rated.
- Holiday quota must be reduced when the employee is on a **leave without pay** that impacts holiday eligibility. Keep in mind that the employee must be in active pay status the last half of the employee's scheduled workday immediately prior to AND the first half of the employee's scheduled workday immediately after the actual day the holiday is celebrated. Report Y_DC1_32000670 (Time Evaluation Messages Display) will show a message indicating the employee had leave without pay the day before and/or the day after the holiday absence. The message does not automatically imply that the holiday quota must be reduced. Depending on the number of hours of the leave without pay absence and exact times entered, a paid holiday absence may be valid. Research and analysis are required to determine if the holiday quota must be reduced.
 - Use PA61, IT2013 (Quota Corrections) to adjust for long-term LWOP absences.
 - Reminder: Holiday quota is reduced automatically when using absence code "HO" (holiday leave without pay) for short-term leave without pay.

- For employees in bargaining units that have negotiated the seven (7) or ten (10) pay period extension quota (QT26), quota corrections to reduce holiday quota due to LWOP must be created/effective within the same year the holiday quota was lost.

Note: If the extension quota has already been generated for the new year, and the employee was on a long-term LWOP absence at the end of the calendar year, enter a quota correction to reduce the holiday quota with an effective date of 12/30/XXXX. When Time Evaluation runs, the extension quota will update accordingly.

- For time worked on a holiday outside of the shift when additional time off is due, the additional hours should be entered as a "CLE1" attendance (RTC for FTE participating facilities) to generate **compensatory quota**, not holiday quota. Holiday quota is established only at the beginning of the year or at the time of hire/rehire/transfer, etc. and shall not change throughout the year, except to be reduced for leave without pay.
- Most contracts require payment if an employee does not use the earned holiday quota. Earned, unused holiday quota must be tracked manually, and when due, Time Advisors must enter a PA61, IT0416 (**Quota Compensation**) using the current date as the effective date. Exception: When an increase in the employee's rate of pay (GPI, promotion, etc.) between the current date and the payment date, the effective date will need to be a date equal to or greater than the effective date of the pay increase. This will ensure the employee receives payment based on the pay rate at the time the employee receives such payment.
 - For employees in bargaining units that have negotiated a ten (10) pay period extension and request payment for extension quota prior to the expiration of the extension period, the payment must be issued from the current years quota (QT25); it cannot be issued from the extension quota (QT26).
 - Using the current date as the effective date, enter a PA61, IT0416 (Time Quota Compensation), using compensation method 1025 (Holiday payout), to issue payment for the number of hours requested, then
 - enter a PA61, IT2013 (Quota Correction) with the same effective date as above, using absence quota type 26 (Holiday Leave Ext), to reduce the same number of hours requested to be paid.
 - For employees in bargaining units that have negotiated a seven (7) pay period extension and request payment for extension quota prior to the expiration of the extension period, payment is issued from the extension quota (QT26). Using the current date as the effective date, enter a PA61, IT0416 (Time Quota Compensation), using compensation method 1026 (Holiday Ext. payout), to issue payment for the number of hours requested.
 - Reminder: For employees that are eligible for payment of earned, unused holiday at separation, holiday quota earned and not used must be paid via PA, IT0416 (Time Quota Compensation). There is no automatic payment or reminder that quota must be paid if not used. If the quota was overused, absences recorded as holiday absences must be changed retroactively to another absence type.

Where to Get Help

If you are unsure how to research or correct holiday quota or payout holiday quota, central agency time advisors may submit questions via an [HR/Pay Help Desk Request](#) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2. Field time advisors should direct any questions to their Central Agency Time Advisor.

Policy related questions should be directed to ra-oaleave@pa.gov.