



Date: December 23, 2009

To: NOWCC/SEE Program Enrollees, Field Directors,
EPA Monitors & EPA SEE Coordinators

From: Yvonne Bolton,
Payroll Manager

Subject: December 24th Half Day Holiday

President Barack Obama has issued an Executive Order to provide a **half day holiday** for Executive Departments and Agencies on Thursday, December 24, 2009. What does this mean to enrollees?

- This time is considered as a holiday for timekeeping purposes and should be recorded on the timesheet using the following examples as guides:

Examples: If your normal schedule on Thursday, December 24th is:
8 hours record as 4 Holiday and 4 regular, vacation leave record as 4 Holiday and 4 vacation, sick leave record as 4 Holiday and 4 sick.

For your electronic timesheet please see the instructions below on how to fill out your timesheet for this day.

Select		Date In	Hours	Daily Totals	Earnings Code
<input type="checkbox"/>	+	Thu	12/24/2009		
<input type="checkbox"/>	+		12/24/2009		

- Enrollees who are on scheduled and approved vacation/sick leave for this day will only be charged with half day of leave and holiday for the remainder of the day.

- Enrollees not scheduled to work on December 24th will not receive any benefit.

Please direct any questions to your SEE Program Field Director.