



Inputting Holiday Hours & Office Closures

All HACU interns will adhere to the following federal holidays listed below only based on the start and end of the Spring, Summer, and Fall sessions:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples' Day
- Thanksgiving Day
- Christmas Day

HACU staff members will email all interns if there are any other holidays that would be included in holiday pay.

Holiday Hours

When inputting hours for a federal holiday, you will **only input the number of hours you would normally work** in the holiday section for that holiday. Such as below:

Monday, 6/19	Regular	0	Federal Holiday - Juneteenth
	Paid Sick Leave	0	
	Leave w/o Pay	0	
	Holiday	8	

Example #1: An intern normally works 8 hours on Mondays, and the upcoming federal holiday is on the following Monday. The intern will only input 8 hours for that holiday since they only work 8 hours on Monday.

Example #2: An intern normally does not work on Mondays, and the upcoming federal holiday is on the following Monday. The intern will not input any hours for that day on their timecard since they normally don't work on Mondays.

Office Closures

In the case of office closures interns will input the number of hours they would normally work in the "Regular" section of their timecard.

Friday, 6/16	Regular	4	Office Closure
	Paid Sick Leave	0	
	Leave w/o Pay	0	
	Holiday	0	

Example: An intern's supervisor has notified them that their office will be closed on Friday. The intern normally works 8 hours on Fridays. The intern will input 8 hours for that Friday that the office will be closed in their timecard in the section titled "Regular".

Administrative Leave

HACU interns are contractors and do not get administrative leave authorized by the agency. However, if a supervisor approves that an intern can take time off while they are on administrative leave, the intern must input these hours under the section titled "Regular" on their timecard. They must also comment that their time off was authorized and approved by their supervisor.