



Memorandum

To: Ground Operation Leaders

From: HR Administration

Date: January 31, 2025

Re: Biweekly Holiday Pay Timecard Cheat Sheet - Employees Entitled to Holiday Pay

Importance of Schedule

- The schedule is what drives the correct generation of holiday pay
 - If the schedule is not in place, the holiday pay may not generate correctly
 - Holiday pay paid on the holiday date should not be manually manipulated by the field
 - If there is a question as to why it is not generating correctly, please reach out to the time and attendance department at AutoTAServersAccount@wfs.aero
 - If a station is closed on a holiday, the day before a holiday or the day after, the **schedules must be removed** for employees that are normally scheduled to work on the day of the closure
 - If the schedule is not removed, AOD will reflect an absence for that shift, making the employee ineligible for holiday pay
 - **NOTE:** Clearing out the absence exception does not mean the holiday pay will generate
 - There should not be an absence reflected on an employee's timecard if they were told not to come to work
 - The schedule must be blank for station closure for AOD to correctly apply the rules

AOD Works Correctly Based Off Rules Configured for the Below Groups of Employees

- Part-Time Scheduled to Work
- Full-Time Scheduled to Work
- Full-Time Scheduled Day Off

AOD is Limited to Apply Rules to Below Group of Employees

- Part- Time Standard Day Off



Part-Time Standard Day Off

- Employees are to be off on the holiday, as it is their day off
- The operation is to give them a day off the following week and manually put those hours on the timecard, coded as a holiday.
 - Operational need for when the day off will occur is determined by field leadership
 - The week following the holiday is a suggestion