

INFORMATIONAL BULLETIN

Communication from the Office of the Labor Commissioner



Mayor Brandon M. Scott

**Bulletin Number: 2022-24 Part II
December 22, 2022**

FRIDAY, DECEMBER 23, 2022, A DECLARED CITY HOLIDAY TIME OFF BY EXECUTIVE ORDER – PAYROLL PROCESS/WORKDAY

Friday, December 23, 2022 has been declared a holiday by Mayor Brandon Scott. Therefore, it will be considered as Time Off by Executive Order (AM-204-13). Workday has been programmed to treat December 23, 2022 as a holiday.

Per AM-204-13, employees will be paid as follows:

- **PAYROLL PROVISIONS**
 - **Employees who work on December 23, 2022 must enter in all hours worked in Workday.**
 - The payroll marking for December 23, 2022 will be **Holiday** (December 23, 2022 Executive Order).
 - If an employee's regularly scheduled day off is December 23, 2022, **he/she will not receive additional time-off, pay or compensatory time.**
 - An employee scheduled to be on leave **will not be charged leave for the day. The employee must cancel the leave in Workday.** If the employee is unavailable, the Agency Absence Partner or Supervisor must cancel the leave.
- **NON-EXEMPT EMPLOYEES**

Non-exempt employees required to work will receive their normal pay for the day plus overtime pay at the rate of one and one-half (1 ½) times their normal/straight rate of pay for each hour worked. If an employee works longer than the normal workday, he/she shall be paid double time for each hour worked in excess of his/her normal workday.
- **EXEMPT EMPLOYEES**

Exempt employees will receive their normal pay for the day plus compensatory time for each hour worked.
- **ESSENTIAL EMPLOYEES**

Essential employees whose services are not required on December 23, 2022 may be given the day off **with supervisory approval.**