**FAQs- County Holidays and Closures**

Q- Are we able to enter the Juneteenth holiday in?

1. This is NOT for the Juneteenth holiday that was recently announced by the University. That is still with the programmers. I will send out instructions on how to enter that when it's available.

If your county was closed for Juneteenth, you should enter that as a County Holiday. If your county was not closed and you are using that day or any other day under the University's new policy- you need to wait to enter that.

Q- How far in advance can we submit leave for county holidays?

1. You can enter them through the end of the calendar year.

Q- Do we just need to do days that the county has a Holiday, but the University does not, or ALL holidays?

1. This is for all county holidays, federal or otherwise. You do not follow the University schedule.

Q- Some employees work 7.5 hours on a typical workday. Do they need to enter the 7.5 hours or 8 hours for the holidays?

1. The system will not allow for partial county holidays so these need to be entered as 8. If you leave that field blank, it will automatically use 8.

Q-  I do this myself correct?

1. Yes, you enter the request, your supervisor approves.

Q-  It's always done AFTER the holiday has passed? (for example I will wait until after July 4th to enter my leave request?)

1. You can enter them in advance for the calendar year.

Q- Does this go for our student summer intern as well?

1. No, it does not. Interns and temps don't get paid for holidays. They only get paid for time worked. As long as they punch time they'll be paid.

Q- Just to make sure I understand.  Exempt employees, such as agents, who do not keep timesheets, still need to submit for county holiday leave?

1. That is correct. Anyone who gets a check from NC State, except temps (which includes interns).

Q- Do I still need to put comments on the timesheets for holidays?

1. No, that is no longer necessary.