

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: June 17, 2011

SUBJECT: Director's Instruction # 305, Leave Usage During State Recognized Holiday Weeks

This Director's Instruction is effective immediately and shall remain in effect until incorporated into Department Order #512, Employee Pay, Work Hours, Compensation and Leave. This Director's Instruction clarifies procedures pertaining to leave usage during holiday weeks.

PURPOSE

The purpose of this Director's Instruction is to establish clear guidelines for Department employees who use leave during a week which contains a holiday.

APPLICABILITY

This Director's Instruction is only applicable to Department employees considered excluded (exempt from the Fair Labor Standards Act (FSLA) and not covered under the State Personnel Rules) and who are scheduled to work 4 days, 10 hours each day of the work week.

PROCEDURES

- 1.0 During any week that contains a holiday, excluded Department employees scheduled for a 4/10 work week (4 days, 10 hours each day) shall switch to a 5/8 (5 days, 8 hours each day) schedule.
- 2.0 Excluded Department employees shall record 8 hours of Holiday Leave on State recognized holidays. The remaining four days of the week shall be treated as 8 hour days of either actual work, or 8 hour increments of leave charged (e.g. annual leave).

{Original Signature on File}