



# *Employee Guide* **Flexible Holidays and Employee Self-Service**

*Full-time Annual Employees*

## **Support from Human Resources**

-  Phone HR for help with ESS - call ext. 1311 or 1144
-  Can't remember your password? Phone technology at: 860-361-9450



## Important Points to Note



- Indigenous Peoples Day/Columbus Day, Veterans Day, Good Friday, and Juneteenth are now classified as flexible holidays.
- This does not impact the overall number of holidays (14) granted at the agency for full-time eligible employees.
- You can continue to take holidays in their traditional locations on the calendar if you want to.
- You can take a flexible holiday in advance of the actual holiday date with approval (within same fiscal year).
- You must use the whole day (no half days allowed – these are classified as holidays, not vacation days).
- These are holidays, they do not carry over and you may not take more than two of them consecutively.
- You will need to request time off from your director in ESS (like vacation or personal time) to ensure appropriate program coverage and track the total number of days taken (4).





## 3 Input Time

Flexible holidays must be taken in full-day increments. For salaried employees, these are recorded in daily increments, while for hourly employees, they are recorded in hours. Click “Continue.”

### Request Time Off

#### Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

11/5/2024:  Hours

[CONTINUE](#) [BACK](#)

## 4 Make Request

Finalize details and add an optional comment for your director or supervisor’s review. Click “Make Request.”

### Request Time Off

#### Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	
Request Type	FLEXIBLE
Days Requested	11/5
Total Time Requested	7.50 Hour(s)   <a href="#">change</a>
Comment: (optional)	<input type="text"/>
Reason	[optional] ▼
<a href="#">MAKE REQUEST</a>	<a href="#">CANCEL</a>

## 5 My Requests

Want to check what days you have already entered as flexible? Click on “My Requests” in ESS.

- Employee Self Service
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Substitute Teaching
- Time Off**
  - My Requests
  - Request Time Off