

From: Danny Varat <DannyVarat@scstatehouse.gov>
To: Catherine McNicollCatherineMcNicoll@scstatehouse.gov
Date: 6/29/2017 5:18:50 PM
Subject: Re: Holiday Work Time

Will we be able to implement it on July 1?

From: Catherine McNicoll
Sent: Thursday, June 29, 2017 1:24 PM
To: 'Washington, Cheryl'; Danny Varat
Subject: RE: Holiday Work Time

Cheryl, Thank you for finding the model policy. From the quick look I took at it, it certainly looks like more of what would work for us then the version that was in the old manual. I have not had a moment to look at the 2016 manual yet. Thank you.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)

From: Washington, Cheryl [mailto:cwashington@aging.sc.gov]
Sent: Wednesday, June 28, 2017 2:21 PM
To: Danny Varat
Cc: Catherine McNicoll
Subject: RE: Holiday Work Time
Importance: High

Thank you.

I will key these accordingly. Also, if an employee works on a holiday they have 90-days in which to take that holiday compensatory time or they lose it.

I want to make sure I have it correct:

Tori Beth worked Memorial Day and it needs to be keyed.
Lily worked on CMD and took off 5/10/17.
Hayden Grooms worked on CMD and took of 5/18.
Catherine worked on CMD and took of 5/16.

I will have to go back and have the gate lifted to key anything over 30-days.

Additionally, for Catherine some FYI. Some information from OHR. Our policy should mimic the language as outlined in the regs.

Yes, an employee who earns holiday compensatory time may use it within 90 days. Otherwise it is paid out by the agency after the expiration of the 90 days. An agency head may extend the period to 180 days due to limited staffing.

Our Overtime Model Policy is found at: <http://admin.sc.gov/humanresources/agency-information/policy-and-programs/model-policies#overtime> See the following sections in our model policy.

- Overtime/Compensatory Time
- Holidays (see 19-708.04 of the State HR Regs)
- Exempt Employees and Compensatory Time

The Hours of Work/Overtime policy for the Lieutenant Governor's Office on Aging should have the same language:

Let me know if you all need anything else.

Thanks,
Cheryl

From: Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]
Sent: Wednesday, June 28, 2017 10:07 AM
To: Washington, Cheryl <cwashington@aging.sc.gov>
Cc: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
Subject: Holiday Work Time

Cheryl, please see below for confirmations of holidays worked by LG staff. I worked on Confederate Memorial Day and will take Friday, June 30th, instead.

DV

I am confirming that I worked on Confederate Memorial Day (5/10/17) and took off Monday, 5/15/17 as my holiday.

Lily

Tori Beth Black
Tue 6/27/2017 12:17 PM
To:
Danny Varat;

...
You replied on 6/27/2017 12:20 PM.
Download all
I wasn't here at that point but I did work Memorial Day...

Hayden Grooms
Mon 6/26/2017 4:13 PM
To:
Danny Varat;

...
You replied on 6/27/2017 12:20 PM.
Download all
I worked Confederate Memorial Day, and instead took off Thursday, May 18.

Catherine McNicoll
Mon 6/26/2017 4:10 PM
To:
Danny Varat;

...
The message sender has requested a read receipt. To send a receipt, [click here](#).

I worked confederate memorial day and I took off on May 16th.

Best Regards,

Catherine McNicoll

Director of Legal & Legislative Affairs