

Administrative Leave Policy

Due to Government Closure

In the event of an unplanned government closure, ATS offers “Administrative Leave” for exempt employees (salaried professional or computer professional) who are direct billable to a contract as an additional means of flexibility. The Admin Leave policy is outlined below:

- As directed by ATS Management, Exempt Direct Employees (employees on a government contract who are either salaried professionals or computer professionals) will be able to charge “Admin Leave” for hours not worked due to a shutdown/closure. ATS Management must approve the Admin Leave for payment. Admin Leave is a leave advance that must be made up within a pre-approved time frame that is communicated in the announcement. The process for charging / paying back Admin Leave is noted later in the policy.
- Employees electing to use Admin Leave will input hours missed due to a government shutdown/closure using the Admin Leave code. If the employee does not make up the hours, ATS would deduct the Admin Leave hours from their PTO balance or require the employee to submit a timesheet correction to adjust the Admin Leave hours on the relevant timesheet(s) to Leave Without Pay (LWOP).
- Direct employees who are hourly, part-time, or otherwise non-exempt are not able to use Admin Leave. If the Employee is not eligible or does not wish to use Admin Leave time then they are free to use previously accrued Floating Holiday(s), Comp Time, or Paid Time Off (PTO), or use LWOP, for the lost hours due to government shutdown/closure. Salaried professional employees can only use LWOP in full day increments of 8 hours.
- Employees that are not eligible to bill extra hours in upcoming pay periods, due to contract constraints, should refrain from using Admin Leave and instead use other eligible forms of paid leave or take LWOP.

ADMIN LEAVE & DELTEK

When using Admin Leave in Deltek, you will use the following codes:

Project: LEAVE.02

Description: ADMIN LVE (CLOSURE/SHTDWN)

Below are two examples to demonstrate how this works:

Example #1 Recording Admin Leave Hours:

If there is a government shutdown/closure and the employee is unable to work on 1/19, the employee would use 8 hours of Admin Leave by recording 8 hours on their 1/19 timecard under “ADMIN LVE (CLOSURE/SHTDWN)[LEAVE.02] project.

If they make up hours 2 hours on both Mon 1/22 and Tues 1/23 the following week then they would log 10 hours on those days to their direct project (8 reg + 2 make up) AND also input negative 2 hours on those days on the ADMIN LVE project (CLOSURE/SHTDWN) [LEAVE.02]. Please see the example below.

Step 1: Input 8 hours of Admin Leave on 1/19

Timesheet [New] [Delete] [Table] [Query] [X]

Basic Information | Revision Explanation

Employee: PIETERS, CAITLIN ID: 103469 BI-WEEKLY Period Ending: 01/26/2018 Status: Open

Signature: [] Approval: []

[Sign] [Correct]

[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	PLC	Sat 1/13/18	Sun 1/14/18	Mon 1/15/18	Tue 1/16/18	Wed 1/17/18	Thu 1/18/18	Fri 1/19/18	Sat 1/20/18	Total
1	FINANCE & ACCOUNTING	GA800.002.001					0.00	0.00	0.00			0.00
2	FRINGE: HOLIDAY	FRG00.00.002				0.00						0.00
3	ADMIN LVE(CLOSURE/SHTDOWN)	LEAVE.02								8.00		8.00
	Regular					0.00	0.00	0.00	0.00	8.00		8.00
	Overtime					0.00	0.00	0.00	0.00	0.00		0.00
	Total					0.00	0.00	0.00	0.00	8.00		8.00

Step 2: Record make-up hours the day the hours were made up (1/22 and 1/23)

Timesheet [New] [Delete] [Table] [Query] [X]

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Signature: [] Approval: []

[Sign] [Correct]

[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	PLC	Sat 1/20/18	Sun 1/21/18	Mon 1/22/18	Tue 1/23/18	Wed 1/24/18	Thu 1/25/18	Fri 1/26/18	Total
1	FINANCE & ACCOUNTING	GA800.002.001				10.00	10.00	8.00	8.00	8.00	44.00
2	FRINGE: HOLIDAY	FRG00.00.002									0.00
3	ADMIN LVE(CLOSURE/SHTDOWN)	LEAVE.02				-2.00	-2.00				-4.00
	Regular					8.00	8.00	8.00	8.00	8.00	40.00
	Overtime					0.00	0.00	0.00	0.00	0.00	0.00
	Total					8.00	8.00	8.00	8.00	8.00	40.00

Example #2 Recording Admin Leave Hours:

Office closure occurred on 1/19

In this example, the employee was able to work 1 hour on Friday 1/19 despite the government shutdown/closure. Because 1 hour was already worked, the employee needed 7 hours of Admin leave.

The following week they made up 2 hours on 1/22, 2 hours on 1/23, 1 hour on 1/24 and 1 hour on 1/25 (a total of 6 hours made up). The employee would input the negative Admin leave hours on 1/22, 1/23, 1/24 and 1/25 as shown below. The employee will still need to make up 1 hour in the following pay period and would follow the same principle.

Step 1: Record 7 hours of Admin Leave

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Basic Information | Revision Explanation

Employee: PIETERS, CAITLIN ID: 103469 BI-WEEKLY Period Ending: 01/26/2018 Status: Open

Signature: [] Approval: []

[Sign] [Correct]

[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	PLC	Sat 1/13/18	Sun 1/14/18	Mon 1/15/18	Tue 1/16/18	Wed 1/17/18	Thu 1/18/18	Fri 1/19/18	Sat 1/20/18	Total
1	FINANCE & ACCOUNTING	GA800.002.001					0.00	0.00	0.00			0.00
2	FRINGE: HOLIDAY	FRG00.00.002				0.00						0.00
3	ADMIN LVE(CLOSURE/SHTDWN)	LEAVE.02								7.00		7.00
	Regular					0.00	0.00	0.00	0.00	7.00		7.00
	Overtime					0.00	0.00	0.00	0.00	0.00		0.00
	Total					0.00	0.00	0.00	0.00	7.00		7.00

Step 2: Record make-up hours on the days made up (1/22, 1/23, 1/24 and 1/25)

Timesheet [New] [Delete] [Table] [Query] [X]

Basic Information | Revision Explanation

Employee: PIETERS, CAITLIN ID: 103469 BI-WEEKLY Period Ending: 01/26/2018 Status: Open

Signature: [] Approval: []

[Sign] [Correct]

[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	PLC	Sat 1/20/18	Sun 1/21/18	Mon 1/22/18	Tue 1/23/18	Wed 1/24/18	Thu 1/25/18	Fri 1/26/18	Total
1	FINANCE & ACCOUNTING	GA800.002.001				10.00	10.00	9.00	9.00	8.00	46.00
2	FRINGE: HOLIDAY	FRG00.00.002									0.00
3	ADMIN LVE(CLOSURE/SHTDWN)	LEAVE.02				-2.00	-2.00	-1.00	-1.00		-6.00
	Regular					8.00	8.00	8.00	8.00	8.00	40.00
	Overtime					0.00	0.00	0.00	0.00	0.00	0.00
	Total					8.00	8.00	8.00	8.00	8.00	40.00