

HMS & HSDM Human Resources
Winter Recess Break - December 2014

Time Reporting Instructions

Many users have also asked which time types to use when reporting time over the winter recess. Here are some guidelines for clerical/technical workers.

Date	If you do not work	If you work	What you are entitled to if you work
12/24 (Wed)	Morning HOL	REG	A floating holiday to be taken later (see note 2 below). *The School has granted the morning off.
	Afternoon HOL	HWK	Time-and-a-half for the hours worked, reported as HWK-Holiday Worked. You are also entitled to one of the following: <ul style="list-style-type: none"> • FHE- Floating Holiday Earned for the hours worked (see note 2 below) that you can bank and use as time off later on by reporting Floating Holiday Taken (FHT). OR <ul style="list-style-type: none"> • Floating Holiday Pay (FHP) for the hours worked (see note 2 below).
12/25 (Thr)	HOL	HWK	Time-and-a-half for the hours worked, reported as HWK-Holiday Worked. You are also entitled to one of the following: <ul style="list-style-type: none"> • FHE- Floating Holiday Earned for the hours worked (see note 2 below) that you can bank and use as time off later on by reporting Floating Holiday Taken (FHT). OR <ul style="list-style-type: none"> • Floating Holiday Pay (FHP) for the hours worked (see note 2 below).
12/26 (Fri)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/27 (Sat)	N/A	REG	Your regular pay, but not floating holiday.
12/28 (Sun)	N/A	REG	Your regular pay, but not floating holiday.
12/29 (Mon)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/30 (Tue)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/31 (Wed)	HOL	REG	A floating holiday to be taken later (see note 3 below).
1/01 (Thr)	HOL	HWK	Time-and-a-half for the hours worked, reported as HWK-Holiday Worked. You are also entitled to one of the following: <ul style="list-style-type: none"> • FHE- Floating Holiday Earned for the hours worked (see note 2 below) that you can bank and use as time off later on by reporting Floating Holiday Taken (FHT). OR <ul style="list-style-type: none"> • Floating Holiday Pay (FHP) for the hours worked (see note 2 below).
01/02 (Fri)	HOL	REG	*The University has granted the day off. A floating holiday to be taken later (see note 3 below).

1. The grid above refers to HUCTW and nonunion, overtime-eligible, clerical/technical employees only. For exempt employees, temps, or service/trades workers, please refer to the relevant personnel manual, union contract, or your local HR office.
 - a. If you have questions regarding the payment of the holiday worked policy as detailed in the grid above, please contact your Labor Relations representative to receive clarification and/or guidance.
2. The maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.
3. Floating holiday time earned during winter recess cannot be received as pay (FHP). Employees who work on winter break must use this time as time off prior to the end of the fiscal year (6/30). Departments that have their employees record their time as FHE must not pay any unused portion of this time out to the employee at separation or as part any payout of unused floating holiday time at the end of the fiscal year. Departments may elect to have their employees' record these floating holidays outside of the system and then have them report Excused Absences when they are redeeming as time off.