

Holiday Worked Time Reporting Schedule

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
12/23 (Fri)	Morning	PTO	REG	If not working, you must request an absence (paid time off) for a half-day in the morning. (System will default full day absence request to your half day hours on the 23 rd .) If working, report morning hours as REG –Regular.
	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).
12/24 (Sat)	N/A		REG	Your regular pay, but not floating holiday.
12/25 (Sun)	N/A		REG	Your regular pay, but not floating holiday.
12/26 (Mon)	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).
12/27 (Tue)	HOL		REG	A floating holiday to be taken later (see note 3 below).
12/28 (Wed)	HOL		REG	A floating holiday to be taken later (see note 3 below).
12/29 (Thur)	HOL		REG	A floating holiday to be taken later (see note 3 below).
12/30 (Fri)	HOL		REG	A floating holiday to be taken later (see note 3 below).
12/31 (Sat)	N/A		REG	Your regular pay, but not floating holiday.
01/01 (Sun)	N/A		REG	Your regular pay, but not floating holiday.
1/02 (Mon)	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).

Notes:

- 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.
 - 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.
- The maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.
- 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.

Holiday Worked Time Reporting Scenarios

Extra hours for a holiday worked are not paid automatically. If an employee works on a holiday, they should report HWK to be paid at a rate of 1.5 times their normal pay for the holiday hours worked. The employee is also entitled to their regular pay for the holiday (FHP), or they may bank the time (FHE) and take time off at a later date (up to 1/5 of the employee weekly scheduled hours).

To receive it as pay:

- The employee should report HOL for all hours not worked and HWK & FHP for all hours worked.

To receive as time off:

- The employee should report HWK to receive pay for the hours worked and FHE to bank the time off. At a later date, when the time is taken, they should report FHT with a comment that it is time owed for working on the holiday.

Key points to remember about holiday reporting time codes:

HWK – Holiday Worked

- Paid at 1.5 x Hourly Rate
- Adds to Overtime Hours

HOL – Holiday

- Paid at Hourly Rate
- Adds to Overtime Hours

FHP – Floating Holiday Pay

- Paid at Hourly Rate
- Does not add to Overtime Hours
- Maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.

FHE – Floating Holiday Earned

- Hourly rate hours that are banked and used for time off later on
- Does not add to Overtime Hours
- Maximum value of a floating holiday earned or paid is one-fifth of the employee's scheduled hours for the week.

Working on Holiday Scenarios (all scenarios assume a M-F, 7 hours a day schedule)	
1. Employee not working on Christmas Eve (12/23).	Report: 12/23 HOL 3.50 VAC 3.50
2. Employee works only the morning of Christmas Eve (12/23).	Report: 12/23 REG 3.50 HOL 3.50
3. Employee works her full 7-hour schedule on Christmas Eve (12/23) and elects to receive her afternoon hours as a holiday payout (FHP).	Report: 12/23 REG 3.50

	HWK 3.50 FHP 3.50
4. Employee works 7 hours on Christmas (12/26), elects to take floating holiday on January 6.	
	Report: 12/26 HWK 7 FHE 7
	Timesheet for next week: 01/06 FHT 7
5. Employee works 4 hours on Christmas (12/26) and elects to receive holiday payout.	
	Report: 12/26 HWK 4 HOL 3 FHP 4
6. Employee works 4 hours on Christmas (12/26) and elects to use his/her floating holiday on January 6.	
	Report: 12/26 HWK 4 HOL 3 FHE 4
	Timesheet for the week of: 01/06 REG 3 FHT 4
7. Employee works 10 hours on New Year's Day (1/02) and elects to receive holiday payout.	
	Report: 01/02 HWK 10 FHP 7

Examples of how to report if a non-exempt benefited employee is working on one of the recess days:

Working on a Recess Day (all scenarios assume a M-F, 7 hours a day schedule)	
1. Employee works his normal shift on Tuesday (12/27).	
	Report: 12/27 REG 7 FHE 7*
2. Employee works a partial day on Tuesday (12/27).	
	Report: 12/27 REG 4 HOL 3 FHE 4*
3. Employee works 10 hours on Wednesday (12/28).	
	Report: 12/28 REG 10 FHE 7*

* 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.