

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. (See note 1)

Date	If you do not work	If you work	What you are entitled to if you work
12/21 (MON)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/22 (TUE)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/23 (WED)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/24 (THU)	Morning HOL	REG	A floating holiday to be taken later (see note 3 below).
	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 (FRI)	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 (SAT)	N/A	REG	Your regular pay, but not floating holiday.
12/27 (SUN)	N/A	REG	Your regular pay, but not floating holiday.
12/28 (MON)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/29 (TUE)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/30 (WED)	HOL	REG	A floating holiday to be taken later (see note 3 below).
12/31 (THU)	HOL	REG	A floating holiday to be taken later (see note 3 below).
1/01 (FRI)	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. This grid represents the most common, Mon-Fri work schedule. If an employee's regular schedule provides for them to

work on Saturday or Sunday and have a day off during the week, the Saturday or Sunday hours should be treated as above for non-holiday weekdays, the “regular days” off would be treated as Saturday/Sunday above. This is to ensure that all employees receive 7.5 “recess days”. 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.

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. This time must be used prior to the end of the fiscal year (6/30).

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 (12/24).

	Report: 12/24 HOL 3.50 VAC 3.50
2. Employee works only the morning of Christmas Eve (12/24).	Report: 12/24 REG 3.50 HOL 3.50
3. Employee works full 7-hour schedule on Christmas Eve (12/24) and elects to receive the afternoon hours as a holiday payout (FHP).	Report: 12/24 REG 3.50 HWK 3.50 FHP 3.50
4. Employee works 7 hours on Christmas (12/25), elects to take floating holiday on January 5.	Report: 12/25 HWK 7 FHE 7 Timesheet for next week: 01/05 FHT 7
5. Employee works 4 hours on Christmas (12/25) and elects to receive holiday payout.	Report: 12/25 HWK 4 HOL 3 FHP 4
6. Employee works 4 hours on Christmas (12/25) and elects to use the floating holiday on January 5.	Report: 12/25 HWK 4 HOL 3 FHE 4 Timesheet for the week of: 01/05 REG 3 FHT 4
7. Employee works 10 hours on New Year's Day (1/01) and elects to receive holiday payout.	Report: 01/01 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 normal shift on Thursday (12/31).	Report: 12/31 REG 7 FHE 7*
2. Employee works a partial day on Thursday (12/31).	

Report: 12/31 REG 4 HOL 3 FHE 4*
3. Employee works 10 hours on Thursday (12/31). Report: 12/31 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.