

Holiday Time Reporting Definitions

Introduction

This guide provides Holiday Time Reporting Definitions and examples of best practices.

If an employee did not work on the holiday, you would delete (-) the regular hours for that day and add (+) a row for those scheduled hours using the TRC code HLN – Holiday Pay Normal.

If an employee did work on the holiday, you would keep the scheduled hours for that date and add (+) a row to report the comp hours earned for working on that date using the TRC code HWC – Holiday Comp Time Earned.

If an employee did not work on the holiday because the holiday falls on their scheduled day off they are entitled to earn comp time for the holiday. If they use a Reported Timesheet, add (+) a row for the eligible holiday hours using the TRC code HWC - Holiday Comp Time Earned. If they use a Punch Timesheet, enter the eligible holiday hours using the TRC code HWC - Holiday Comp Time Earned on the appropriate day.

If an employee did work on the holiday, or if the holiday falls on their scheduled day off, and in the rare situation that your Agency has authorized them to receive additional pay in lieu of comp hours, you would keep the scheduled hours for that date and add (+) a row to enter the eligible holiday hours, using the TRC code HLP - Holiday Extra Day Pd/NoRet or HOL – Holiday Extra Day Pd/Ret.

TRC	Description	Usage	Definition
HLN	Holiday Pay Normal	Very Common	<p>Paid - Holiday taken on the Commonwealth's observed holiday.</p> <p>Employees must work at least half time to be eligible for holiday time. Total holiday hours should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs or 22.50 / 5 = 4.50hrs)</p> <p>HLN is used when an employee is not required to work on the holiday that falls on a regularly scheduled work day.</p>
HWC	Holiday Comp Time Earned	Common	<p>Hours only - Comp time earned for the Commonwealth's observed holiday.</p> <p>Note: When an employee works on a scheduled holiday, or if the holiday falls on an employee's scheduled day off, the employee will need to record eligible holiday hours as HWC, along with any regular hours (REG) worked, if applicable. Regardless of the number of hours worked on a holiday (ex: 10.00 REG), the total comp time earned (HWC) should not exceed 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs). This time earned must be used within 60 calendar days of the holiday it was earned.</p> <p>HWC is used when an employee is required to work on the holiday or the holiday falls on the employee's day off and will earn compensatory time in lieu of holiday pay</p>

TRC	Description	Usage	Definition
HLP	Holiday Extra Day Pd/NoRet	Rare	<p>Paid - Employees required to work on a holiday or when a holiday falls on the employee's day off, the employee may be entitled to holiday pay (no RET) in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 7.50 HLP), the total HLP should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs) and will be paid at the employee's straight hourly rate. This code is not subject to Retirement.</p> <p>HLP is used in the rare situation where the appointing authority at the Agency has authorized the employee to receive both REGULAR pay and HOLIDAY pay for the holiday worked, or to receive additional pay when the holiday falls on an employee's scheduled day off.</p>
HOL	Holiday Extra Day Pd/Ret	Rare	<p>Paid - Employees working on a holiday may be entitled to holiday pay in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 7.50 HOL), the total HOL should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs) and will be paid at the employee's straight hourly rate. This code is subject to Retirement.</p> <p>HOL is used in the case of police officers, firefighters, and correction officers when an employee works the holiday and the appointing authority at the Agency has authorized the employee to receive both REGULAR pay and HOLIDAY pay while working on the holiday, or to receive additional pay when the holiday falls on an employee's scheduled day off.</p>