



# University of Connecticut

## Holiday Time Entry (All Holidays): P-2 (Social and Human Services Unit) Employees

**Overview** Social and Human Services Unit (P-2) employees have unique holiday time reporting rules and are eligible to earn holiday time if they work on a scheduled holiday, or if a holiday falls on a day they are scheduled off work. P-2 employees will use this job aid to report time on a holiday for all holidays:

- New Year's Day (1/1)
- Labor Day
- Martin Luther King Day
- Lincoln's Birthday
- Memorial Day
- Thanksgiving Day
- Washington's Birthday
- Good Friday
- Independence Day (7/4)
- Juneteenth (6/19)
- Christmas Day (12/25)
- Columbus Day
- Veteran's Day

**Note:** Part time employees are entitled to a prorated amount of holiday time per their contracts.

**Note:** Holiday eligibility is contingent upon paid time on one or the other side of the holiday.

The following time reporting codes (TRC) will be used when reporting time on a holiday for regular and temporary P-2 employees:

| TRC   | Description                                                                                                                                                                                                                         |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REGH  | If <b>temporary P-2</b> employees have worked less than 90 days and are scheduled to work on a holiday, they are not eligible for holiday time. They will use the REGH time reporting code to report time worked.                   |
| HOL   | This is the regular holiday time reporting code. Employees will enter their scheduled hours on a holiday using the HOL time reporting code. Use this in conjunction with additional time reporting codes to earn holiday comp time. |
| HWCE  | Holiday comp time earned for working on a holiday. If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with HOL) to earn comp time for holiday time worked.                         |
| HXCE  | If a holiday falls on a day the employee is not scheduled to work (B day), they will use the holiday earned on off (B) day time reporting code. (Only for full-time permanent and durational with more than 6 months employment)    |
| ULAW  | If <b>temporary P-2</b> employees have worked less than 90 days and are scheduled to work on a holiday but take the day off, they are taking an <u>authorized unpaid leave</u> and will use this time reporting code.               |
| ULHOL | If employees do not have paid time on one <u>or</u> the other side of a holiday and they are scheduled but do not work on a holiday, they will use this time reporting code.                                                        |

**Note:** The Holiday Comp Time Used (HCU) time reporting code should not be used on a holiday.

The following scenarios are outlined in this job aid:

- Employee takes holiday off
- Employee works on holiday
- Holiday falls on off (B) day
- Employee work a half day on holiday
- Employee's scheduled hours exceed the maximum holiday hours
- Employee has opted not to accrue holiday comp time hours, works on holiday
- Temporary or Durational P-2: Employee has worked less than 90 days, works on holiday
- Temporary or Durational P-2: Employee has worked more than 90 days, works on holiday
- Temporary or Durational P-2: Employee is scheduled to work on holiday but does not work
- Temporary or Durational P-2 (Part-Time): Holiday falls on off (B) day, employee is not scheduled to work

| Employee takes the holiday off                                                                                                                |  |  |  |  |  |  |  |  |  |  |  |  |  | TRC |      |     |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|------|-----|------|
| An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is taking the day off. |  |  |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | REG | 0.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              |       |                           |
|-------------------------------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-------|---------------------------|
|                                                 |   | Fri<br>9/30 | Sat<br>10/1 | Sun<br>10/2 | Mon<br>10/3 | Tue<br>10/4 | Wed<br>10/5 | Thu<br>10/6 | Fri<br>10/7 | Sat<br>10/8 | Sun<br>10/9 | Mon<br>10/10 | Tue<br>10/11 | Wed<br>10/12 | Thu<br>10/13 | Total | Time<br>Reporting<br>Code |
| +                                               | - |             |             |             |             |             |             |             |             |             |             | 8.00         |              |              |              | 8.00  | HOL                       |
| +                                               | - | 8.00        |             |             | 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |             |              | 8.00         | 8.00         | 8.00         | 72.00 | REG                       |

| Employee works on a holiday                                                                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |  | TRC |      |      |      |     |      |
|---------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|------|------|------|-----|------|
| An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is working that day. |  |  |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | HWCE | 8.00 | REG | 0.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              |       |                           |
|-------------------------------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-------|---------------------------|
|                                                 |   | Fri<br>9/30 | Sat<br>10/1 | Sun<br>10/2 | Mon<br>10/3 | Tue<br>10/4 | Wed<br>10/5 | Thu<br>10/6 | Fri<br>10/7 | Sat<br>10/8 | Sun<br>10/9 | Mon<br>10/10 | Tue<br>10/11 | Wed<br>10/12 | Thu<br>10/13 | Total | Time<br>Reporting<br>Code |
| +                                               | - |             |             |             |             |             |             |             |             |             |             | 8.00         |              |              |              | 8.00  | HOL                       |
| +                                               | - |             |             |             |             |             |             |             |             |             |             | 8.00         |              |              |              | 8.00  | HWCE                      |
| +                                               | - | 8.00        |             |             | 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |             |              | 8.00         | 8.00         | 8.00         | 72.00 | REG                       |

| Holiday falls on an off (B) day                                                                                                                                                                                   |  |  |  |  |  |  |  |  |  |  |  |  |  | TRC  |      |     |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|------|------|-----|------|
| An employee typically works 8.00 hours a day every Tuesday through Saturday. A holiday falls on a Monday and the employee is <u>not</u> scheduled to work. <b>Note:</b> this is only for full-time P-2 employees. |  |  |  |  |  |  |  |  |  |  |  |  |  | HXCE | 8.00 | REG | 0.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              |       |                           |
|-------------------------------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-------|---------------------------|
|                                                 |   | Fri<br>9/30 | Sat<br>10/1 | Sun<br>10/2 | Mon<br>10/3 | Tue<br>10/4 | Wed<br>10/5 | Thu<br>10/6 | Fri<br>10/7 | Sat<br>10/8 | Sun<br>10/9 | Mon<br>10/10 | Tue<br>10/11 | Wed<br>10/12 | Thu<br>10/13 | Total | Time<br>Reporting<br>Code |
| +                                               | - |             |             |             |             |             |             |             |             |             |             | 8.00         |              |              |              | 8.00  | HXCE                      |
| +                                               | - | 8.00        | 8.00        |             |             | 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |              | 8.00         | 8.00         | 8.00         | 80.00 | REG                       |

| Employee works for half the day on a holiday                                                                                                          |  |  |  |  |  |  |  |  |  |  |  | TRC |      |      |      |     |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|-----|------|------|------|-----|------|
| An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works a half day (4.00 hours). |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | HWCE | 4.00 | REG | 0.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |          |          |          |          |          |          |          |          |          |          |           |           |           |           |       |                     |
|-------------------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-------|---------------------|
|                                                 |   | Fri 9/30 | Sat 10/1 | Sun 10/2 | Mon 10/3 | Tue 10/4 | Wed 10/5 | Thu 10/6 | Fri 10/7 | Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Total | Time Reporting Code |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HOL                 |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 4.00      |           |           |           | 4.00  | HWCE                |
| +                                               | - | 8.00     |          |          | 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          |           | 8.00      | 8.00      | 8.00      | 72.00 | REG                 |

| Employee's scheduled hours exceed the maximum holiday hours                                                                                                       |  |  |  |  |  |  |  |  |  |  |  | TRC |      |      |      |     |      |      |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|-----|------|------|------|-----|------|------|------|
| An employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee is scheduled to work 10.00 hours that day. |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | HWCE | 8.00 | REG | 0.00 | REGH | 2.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |          |          |          |          |          |          |          |          |          |          |           |           |           |           |       |                     |
|-------------------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-------|---------------------|
|                                                 |   | Fri 9/30 | Sat 10/1 | Sun 10/2 | Mon 10/3 | Tue 10/4 | Wed 10/5 | Thu 10/6 | Fri 10/7 | Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Total | Time Reporting Code |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HOL                 |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HWCE                |
| +                                               | - | 8.00     |          |          | 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          |           | 8.00      | 8.00      | 8.00      | 72.00 | REG                 |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 2.00      |           |           |           | 2.00  | REGH                |

| Employee has opted to not accrue holiday comp time and works on holiday                                                                                                                                                   |  |  |  |  |  |  |  |  |  |  |  | TRC |      |      |      |     |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|-----|------|------|------|-----|------|
| An employee typically works 8.00 hours a day every Monday through Friday. The employee has opted to not accrue holiday comp time. A holiday falls on a Monday and the employee must be paid for the holiday time accrued. |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | HWPY | 8.00 | REG | 0.00 |

  

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |          |          |          |          |          |          |          |          |          |          |           |           |           |           |       |                     |
|-------------------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-------|---------------------|
|                                                 |   | Fri 9/30 | Sat 10/1 | Sun 10/2 | Mon 10/3 | Tue 10/4 | Wed 10/5 | Thu 10/6 | Fri 10/7 | Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Total | Time Reporting Code |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HOL                 |
| +                                               | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HWPY                |
| +                                               | - | 8.00     |          |          | 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          |           | 8.00      | 8.00      | 8.00      | 74.00 | REG                 |

| TEMPORARY and DURATIONAL P-2 ONLY: Employee has worked less than 90 days and works on the holiday                                                                                                                                                                                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | TRC |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|------|
| A temporary P-2 employee was recently hired, and has worked <u>less than 90 days</u> . Therefore, the employee is not eligible for holiday time. The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | REG | 8.00 |

| From Friday 09/30/2016 to Thursday 10/13/2016 ? |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              |       |                           |
|-------------------------------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-------|---------------------------|
|                                                 |   | Fri<br>9/30 | Sat<br>10/1 | Sun<br>10/2 | Mon<br>10/3 | Tue<br>10/4 | Wed<br>10/5 | Thu<br>10/6 | Fri<br>10/7 | Sat<br>10/8 | Sun<br>10/9 | Mon<br>10/10 | Tue<br>10/11 | Wed<br>10/12 | Thu<br>10/13 | Total | Time<br>Reporting<br>Code |
| +                                               | - | 8.00        |             |             | 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |             | 8.00         | 8.00         | 8.00         | 8.00         | 80.00 | REG                       |

| TEMPORARY and DURATIONAL P-2 ONLY: Employee has worked more than 90 days and works on the holiday                                                                                                         |  |  |  |  |  |  |  |  |  |  |  | TRC |      |      |      |     |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|-----|------|------|------|-----|------|
| A temporary P-2 employee has worked <u>more than 90 days</u> . The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday. |  |  |  |  |  |  |  |  |  |  |  | HOL | 8.00 | HWCE | 8.00 | REG | 0.00 |

| From Friday 09/30/2016 to Thursday 10/13/2016 |   |          |          |          |          |          |          |          |          |          |          |           |           |           |           |       |                     |
|-----------------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-------|---------------------|
|                                               |   | Fri 9/30 | Sat 10/1 | Sun 10/2 | Mon 10/3 | Tue 10/4 | Wed 10/5 | Thu 10/6 | Fri 10/7 | Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Total | Time Reporting Code |
| +                                             | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HOL                 |
| +                                             | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | HWCE                |
| +                                             | - | 8.00     |          |          | 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          |           | 8.00      | 8.00      | 8.00      | 72.00 | REG                 |

TEMPORARY and DURATIONAL P-2 ONLY: Employee is scheduled to work on holiday but does not work

A temporary P-2 employee was recently hired, and has worked less than 90 days. Therefore, the employee is not eligible for holiday time. The employee typically works 8.00 hours a day every Monday through Friday. A holiday falls on a Monday and the employee works the holiday.

TRC

ULAW

8.00

REG

0.00

From Friday 09/30/2016 to Thursday 10/13/2016 ?

|   |   | Fri 9/30 | Sat 10/1 | Sun 10/2 | Mon 10/3 | Tue 10/4 | Wed 10/5 | Thu 10/6 | Fri 10/7 | Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Total | Time Reporting Code |
|---|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-------|---------------------|
| + | - |          |          |          |          |          |          |          |          |          |          | 8.00      |           |           |           | 8.00  | ULAW                |
| + | - | 8.00     |          |          | 8.00     | 8.00     | 8.00     | 8.00     | 8.00     |          |          |           | 8.00      | 8.00      | 8.00      | 72.00 | REG                 |

| <b>TEMPORARY and DURATIONAL P-2 ONLY (Part Time):</b> Holiday falls on off (B) day, employee is not scheduled to work                                                          |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              | <b>TRC</b> |                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|------------|------------------------------------------------|
| A temporary, part-time P-2 employee typically works 8.00 hours a day every Tuesday and Thursday. A holiday falls on a Monday and the employee is <u>not</u> scheduled to work. |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              | <b>REG</b> | 0.00                                           |
| From Friday 09/30/2016 to Thursday 10/13/2016 <span style="float: right; font-size: small;">?</span>                                                                           |   |             |             |             |             |             |             |             |             |             |             |              |              |              |              |            |                                                |
|                                                                                                                                                                                |   | Fri<br>9/30 | Sat<br>10/1 | Sun<br>10/2 | Mon<br>10/3 | Tue<br>10/4 | Wed<br>10/5 | Thu<br>10/6 | Fri<br>10/7 | Sat<br>10/8 | Sun<br>10/9 | Mon<br>10/10 | Tue<br>10/11 | Wed<br>10/12 | Thu<br>10/13 | Total      | Time<br>Reporting<br>Code                      |
| +                                                                                                                                                                              | - | [ ]         | [ ]         | [ ]         | [ ]         | 8.00        | [ ]         | 8.00        | [ ]         | [ ]         | [ ]         | [ ]          | 8.00         | [ ]          | 8.00         | 32.00      | REG <span style="font-size: x-small;">🔍</span> |