Holiday (Family) Time Reporting Guide

Description: Family holidays include Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year’s Day, and Memorial Day. On these days, classes are not in session and all office may close. Individuals may be required to work on these days to ensure continuous operation of the University. Always consult the memos issued by Human Resources to determine on which date the holiday will be celebrated by the University. For example, if New Year’s Day falls on a Sunday, the day celebrated will normally be the following Monday. Family holidays are compensated at straight pay. Any time worked on the holiday is compensated at the time-and-a-half rate. Presented below are examples of some common situations for reporting time on family holidays and the Time Reporting Codes (TRCs) that should be used.

Separate instructions are available for reporting time on Regular Holidays.

Not Working the Holiday:

Refer to appropriate Handbook/Collective Bargaining Agreement for further details.

If the holiday falls on a day of the week on which the employee is normally scheduled to work, the employee will use time reporting code HOL as seen below:

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Employees normally not scheduled to work on the day a holiday falls should still report a day’s worth of time for that day using time reporting code HOLNS to receive the holiday benefit for that day. As all University holidays are scheduled to fall on weekdays, this should only apply to individuals who do not typically work a Monday-Friday schedule.

In the example below, the employee normally works a Thursday-Monday schedule. The holiday falls on Wednesday so they use the HOLNS code:

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Working the Holiday:

Refer to appropriate Handbook/Collective Bargaining Agreement for further details.

When working the holiday, time needs to be entered correctly so that time is paid both for the holiday as well as for time working on the holiday. The HOLFM time reporting code indicates time worked on a family holiday.

In the example below, the employee normally works a 40-hour schedule Monday-Friday. They have worked on the Monday holiday so they enter 8 hours of HOL as well as 8 hours of HOLFM:
Other employees may be asked (or request) to earn compensatory time in lieu of the pay for the holiday. By using the correct comp time code, time will be saved. Note that for a regular holiday, the straight comp time code should be used and the exact amount of time worked should be entered:

The comp time code CMN15 used above is for Non-Represented employees. Employees represented by ACSUM/COLT should use CM15C; employees represented in Service & Maintenance should use CMM15; employees represented in the Police Unit should use CMP15.

The only exception to using Holiday time reporting codes is when more than the normally scheduled day is worked on a holiday.

In the example below, the employee worked 10 hours on the holiday. 8 hours should be entered as HOL to earn the holiday pay, 8 hours should be entered as HOLFM for holiday pay at the straight rate, and 2 hours should be entered as REG to earn overtime pay:

**Shift Considerations**

Employees who work shifts should also enter the appropriate shift code for holidays. Whether or not the employee worked, they are entitled to shift differential. In the example below, the employee works 8 hours of shift each day, including the holiday:

Refer to appropriate Handbook/Collective Bargaining Agreement for further details.