



University of Connecticut

Holiday Time Entry: NP-3 (Administrative Clerical Bargaining Unit) (Employees)

Overview Administrative Clerical Bargaining Unit (NP-3) 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. NP-3 employees will use this job aid to report time on a holiday for non-premium holidays:

- Martin Luther King Day
- Washington’s Birthday
- Juneteenth (6/19)
- Lincoln’s Birthday
- Good Friday
- 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 NP-3 employees:

TRC	Description
REGH	If temporary or durational NP-3 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 or durational with more than 6 months employment).
HWPY	If employees opt to not accrue holiday comp time and work on a holiday, they will use this time reporting code (in conjunction with HOL).
ULAW	If temporary or durational NP-3 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 the holiday, they would 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 to not accrue holiday comp time hours, works on holiday
- Temporary or Durational NP-3: Employee has worked less than 90 days, works on holiday
- Temporary or Durational NP-3: Employee has worked more than 90 days, works on holiday
- Temporary or Durational NP-3: Employee is scheduled to work on holiday but does not 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 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	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 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

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. Note: this is only for full-time NP-3 employees.																	HXCE	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	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
<input type="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HOL
<input type="checkbox"/>	<input type="checkbox"/>											4.00				4.00	HWCE
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HOL
<input type="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HWCE
<input type="checkbox"/>	<input type="checkbox"/>	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	72.00	REG
<input type="checkbox"/>	<input type="checkbox"/>											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
<input type="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HOL
<input type="checkbox"/>	<input type="checkbox"/>											8.00				8.00	HWPY
<input type="checkbox"/>	<input type="checkbox"/>	8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	74.00	REG

TEMPORARY or DURATIONAL NP-3 ONLY: Employee has worked less than 90 days and works on the holiday															TRC																																																																								
A temporary NP-3 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	0.00	REGH	8.00																																																																					
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TEMPORARY and DURATIONAL NP-3 ONLY (Part Time): Holiday falls on off (B) day, employee is not scheduled to work															TRC		
A temporary, part-time NP-3 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.															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
<input type="button" value="+"/>	<input type="button" value="-"/>					8.00		8.00					8.00		8.00	32.00	REG <input type="button" value="Q"/>