

University of Connecticut

Premium 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 premium holidays:

• New Year's Day (1/1)

Memorial Day

Independence Day (7/4)

Labor Day

Thanksgiving Day

Christmas Day (12/25)

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.

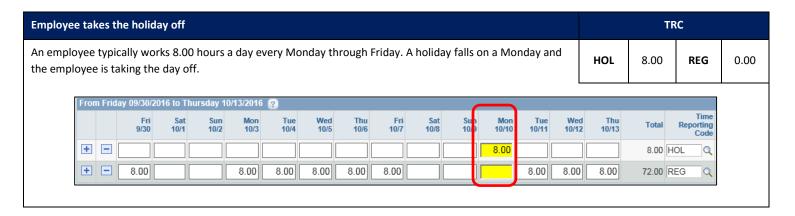
The following time reporting codes (TRC) will be used when reporting time on a holiday for regular and temporary NP-3 employees:

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.
НРАР	Employees will use this time reporting code (in conjunction with HOL) to be paid for the ½ time they worked. They will enter ½ the number of hours they are scheduled to work (ex: scheduled 8.00 hours, they will enter 4.00 hours).
HPWP	Employees will use this time reporting code (in conjunction with HOL) to be paid time and a half for all hours worked on a holiday.
HPWC	Holiday comp time will be earned and an additional ½ day of pay (HPAP) will be created.
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.
НХСЕ	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).
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.

Note: The Holiday Comp Time Used (HCU) time reporting code should <u>not</u> 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 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
- Temporary or Durational NP-3 (Part-Time): Holiday falls on off (B) day, employee is not scheduled to work



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TEMPORARY and DURATIONAL NP-3 ONLY (Part Time): Holiday falls on off (B) day, employee is not scheduled to work	TR	С
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