

University of Connecticut

Premium Holiday Time Entry: NP-5 (Protective Services Unit) Employees

Overview

ew Protective Services Unit (NP-5) 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-5 employees will use this job aid to report time on a holiday for non-premium holidays:

Christmas Day (December 25th, 12:01AM through Midnight December 26th)

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 NP-5 employees:

TRC	Description
REGH	If temporary NP-5 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, with an 8.00 hour of holiday time maximum. Employees can enter their scheduled hours not worked on a holiday using the HOL time reporting code.
НРАР	Employees will use this reporting code (in conjunction with REGH) if they are scheduled to work on a holiday and they work the holiday, to earn holiday pay.
HWCE	Holiday comp time earned for working on a holiday if the employee has earned <u>less than 100 hours of holiday comp time</u> . If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with REGH and HPAP) to earn comp time for holiday time worked (up to 8.00 hours).
HPWC	Holiday comp time will be earned and an additional ½ day of pay (HPAP) will be created.
HCPN	Holiday comp time earned for working on a holiday if the employee has earned <u>more than 100 hours of holiday comp time</u> . If an employee works on a scheduled holiday, they will use this time reporting code (in conjunction with REGH and HPAP) to be paid out for the time earned (up to 8.00 hours).
HXCE	If employees have less than 100 hours of accrued holiday time and a holiday falls on their off (B) day, they will use this time reporting code.
НХР	If employees have over 100 hours of accrued holiday time and a holiday falls on their off (B) day, 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 (and is scheduled to work 8.0 hours)
- Employee takes holiday off (and is scheduled to work 10.0 hours)
- Employee has accrued 98 holiday comp time hours, works on holiday
- Employee has accrued less than 100 holiday comp time hours, works on holiday
- Employee has accrued more than 100 holiday comp time hours, works on holiday
- Employee has accrued less than 100 holiday comp time hours, holiday falls on off (B) day
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