

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

• Lincoln's Birthday

Good Friday

- Juneteenth (6/19)
- 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 <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 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

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