

## **University of Connecticut**

## Holiday Time Entry: NP-2 (Maintenance and Service Unit) Employees

## Overview

Maintenance and Service Unit (NP-2) 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-2 employees will use this job aid to report time on a holiday for non-premium holidays:

- Martin Luther King Day
- Lincoln's Birthday

- Washington'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:** NP-2 employees are typically eligible to take and earn a maximum of 7.50 or 8.00 hours of holiday time each holiday. The examples in this job aid assume the employee's maximum is 7.50 hours. Adjust your timesheet accordingly if your holiday maximum is 8.00 hours.

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-2 employees:

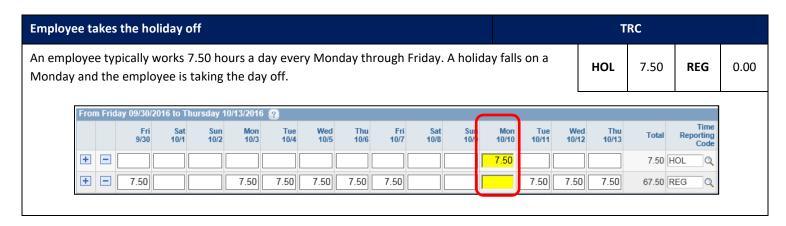
TRC	Description
REGH	<b>Temporary NP-2</b> employees who are ineligible for and work on a holiday will report REGH for hours worked on a holiday.
HOL	This is the regular holiday time reporting code. Employees will enter their scheduled hours on a holiday using the HOL time reporting code. Use this in 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.
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 day time reporting code.
ULAW	<b>Temporary NP-2</b> employees who are ineligible for and are scheduled to work on a holiday but do not work will report ULAW <u>unauthorized unpaid leave</u> for scheduled hours not worked.
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 a holiday, 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
- 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
- Temporary NP-2: Employee has worked less than 90 days, works on holiday
- Temporary NP-2: Employee has worked more than 90 days, works on holiday
- Temporary NP-2: Employee has worked less than 90 days and is scheduled to work on holiday but does not work

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