Holiday Time Reporting Definition and Quick Tips

TRC	DESCRIPTION	DEFINITION
HLN	Holiday Pay Normal	Paid - Holiday taken on a Commonwealth observed holiday. Employees must work at least half time to be eligible for holiday time. Total holiday hours should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs or 22.50 / 5 = 4.50hrs) HLN is used when an employee is not required to work on the holiday that falls on a regularly scheduled work day.
HWC	Holiday Comp Time Earned	Hours only - Comp time earned for a Commonwealth observed holiday. When an employee works on a holiday or if the holiday falls on an employee's scheduled day off, the employee will need to record eligible holiday hours as HWC, along with any regular hours (REG) worked, if applicable. Regardless of the number of hours worked on a holiday (ex: 10.00 REG), the total comp time earned (HWC) should not exceed 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs). This time earned must be used within 60 calendar days of the holiday it was earned. HWC is used in accordance with the holiday provisions provided in the applicable Collective Bargaining Agreements.
HLP	Holiday Extra Day Pd/NoRet	Paid - Employees required to work on a holiday or when a holiday falls on the employee's scheduled day off, the employee may be entitled to holiday pay (no RET) in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 7.50 HLP), the total HLP should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs) and will be paid at the employee's straight hourly rate. This code is not subject to Retirement. HLP is used in accordance with the holiday provisions provided in the applicable Collective Bargaining Agreements.
HOL	Holiday Extra Day Pd/Ret	Paid – (**Police Officers, Firefighters, and Corrections Officers**) required to work on a holiday or when a holiday falls on the employee's scheduled day off, the employee may be entitled to holiday pay in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 8.00 HOL), the total HOL should equal 1/5 of an employee's total weekly schedule (ex: 40 / 5 = 8.00hrs) and will be paid at the employee's straight hourly rate. This code is subject to Retirement. HOL is used in accordance with the holiday provisions provided in the applicable Collective Bargaining Agreements.

In general, when posting holiday time:
- If you **did not** work on the holiday, you would delete (-) the regular hours for that day and add (+) a row for those scheduled hours using the TRC code HLN – Holiday Pay Normal.
- If you **did** work on the holiday, you would keep the scheduled hours for that date and add (+) a row to report the comp hours earned for working on that date using the TRC code **HWC – Holiday Comp Time Earned.**
- If you did not work on the holiday because the holiday falls on your scheduled day off you are entitled to earn comp time for the holiday. If you use a Reported Timesheet, add (+) a row for the eligible holiday hours using the TRC code **HWC - Holiday Comp Time Earned**. If you use a Punch Timesheet, enter the eligible holiday hours using the TRC code HWC - Holiday Comp Time Earned on the appropriate day.
- If you **did** work on the holiday, or if the holiday falls on your scheduled day off, and in the rare situation that your Agency has authorized you to receive additional pay in lieu of comp hours, you would keep the scheduled hours for that date and add (+) a row to enter the eligible holiday hours, using the TRC code **HLP - Holiday Extra Day Pd/NoRet** or **HOL –** Holiday Extra Day Pd/Ret.