Tips on Managing Time Reporting: Paid Holidays

Elapsed Timesheet Users

All exception hourly employees using an elapsed timesheet have a schedule assigned to them in the system. If the employee is eligible for the paid holiday, the time reporting system will automatically pay the employee for the amount of time they would have normally been scheduled to work on the day of the week where the holiday falls.

Example 1: The employee works 40 hours per week. Employee's schedule in the system is 8 hours per day, Monday–Friday. The holiday falls on a Monday. The system will pay the employee 8 hours for the holiday. Nothing needs to be reported on their timesheet.

Example 2: The employee works 32 hours per week. Their schedule is 8 hours per day, Monday–Thursday. The holiday falls on a Monday. The system will pay the employee 8 hours for the holiday. For the employee's holiday time to be prorated based on their standard hours and supplemented with vacation time, they must enter 6.5 hours on the timesheet and 1.5 hours in their absence request.

Note that time should be reported rounded to the quarter hour. The prorated 6.4 hours will become 6.5. If leave is requested it should be for 1.5 hours.

Example 3: The employee works 40 hours per week. Their schedule is Tuesday–Saturday. The holiday falls on a Monday. In this case they would take their holiday on Tuesday and nothing needs to be reported on their timesheet.

Example 4: The employee works 40 hours per week. Their schedule is Monday–Friday. The employee works on the holiday. They should report 8.0 hours of REG and 8.0 hours of HLW.

Example 5: The employee works 40 hours per week. Their schedule is Monday–Thursday 10.0 hours per day. For the employee to receive only 8 hours of holiday time they would need to report 8.0 hours of “REG” on the holiday as well as 2.0 hours of vacation in order to be paid for their full 10.0-hour schedule.

Punch Timesheet Users Who Are Eligible for the Paid Holiday

Employees who use the punch timesheet and are eligible for the paid holiday must report the holiday on their punch timesheet with the “REG” Time Reporting Code in order to be paid. The holiday will not automatically be paid for an employee using the punch timesheet.
Tips on Managing Time Reporting: Paid Holidays (cont.)

Salaried Employees

Salaried employees who do not use a timesheet will be paid for the paid holiday if it falls on their schedule in the system. If they are not scheduled for the paid holiday, they should be allowed to take another day of paid leave in place of the holiday.

Employees Who Work On a Paid Holiday

Follow the provisions of the employee’s bargaining unit contract or employment plan if they work on the paid holiday. The Time Reporting Code of “Holiday Worked” can be used in these situations.