

## State of Vermont Holiday Coding

### Holiday Falls on a Scheduled Work Day:

#### ***Did Not Work the Holiday***

Enter number of scheduled hours: Use Time Reporting Code (TRC) - *Holiday/HOL*

#### ***Worked the Holiday***

Enter Number of scheduled hours: Use Time Reporting Code (TRC) - *Holiday/HOL*

#### **And also,**

Enter the number of hours actually worked: Use Time Reporting Code (TRC) - *Hours Worked Over Schedule/WRKOT*

### Holiday Falls on a NON SCHEDULED Work Day:

#### **Did NOT Work the Holiday**

Enter number of Daily limit or pro-rated hours: Use Time Reporting Code (TRC) - *Holiday unscheduled Paid-HOLUP*

#### ***Or,***

Enter number of Daily limit or pro-rated hours: Use Time Reporting Code (TRC) - *Holiday unscheduled Comp-HOLUC*

#### ***Did Work the Holiday***

Holiday Unscheduled Worked-HOLUW – Enter # of hours guaranteed on holiday

#### **And also,**

Enter the number of hours actually worked: Use Time Reporting Code (TRC) - *Hours Worked Over Schedule/WRKOT*

### **Holiday Types**

1.5x Holiday- *New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas.*

Straight Time Holiday-*Town Meeting Day, Bennington Battle Day, Martin Luther King Day (Comp Only) Day after Thanksgiving (Comp Only)*

---

\*\*During a Holiday week, employees that work any hours other than Monday - Friday 8 hour days (I.e. 4 ten hour days), should revert to an 8 hour work day schedule.

\*\*\* Employees who earn straight time for overtime, will continue to do so even on a 1.5 holiday.

Note: If reverting to an 8 hour per day schedule, everyday becomes a "scheduled" day to work.