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_SCHEDUL ED 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


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.