Holiday Leave and
Working on a Holiday

November 2019

Holiday Hours

The amount of holiday leave employees receive and the maximum amount of holiday premium pay they may receive if they work on a holiday is based on their work schedule:

- **Increased Flexitime Program (IFP) or Increased Flexitime Schedule (IFS)**: 8 hours
- **Flexible 8-Hour Schedule**: 8 hours
- **Fixed 8-hour Schedule**: 8 hours during scheduled tour of duty
- **Fixed Compressed Work Schedule (5-4/9 or 4/10)**: number of hours they are scheduled to work on that day (i.e., 8, 9, or 10 hours) during scheduled tour of duty; if a holiday falls on a non-workday, employees are entitled to an "in lieu of" holiday on the scheduled workday immediately preceding the non-workday (or immediately following the non-workday if the holiday is a Sunday)
- **Flexible Part-time Schedule**: number of hours they are scheduled to work on that day, up to 8 hours; if a holiday falls on a non-workday, employees are not entitled to an "in lieu of" holiday
- **Fixed Part-time Schedule**: number of hours they are scheduled to work on that day during scheduled tour of duty; if a holiday falls on a non-workday, employees are not entitled to an "in lieu of" holiday

Holiday Leave (No Work Performed on the Holiday)

Employees not working on a holiday are generally entitled to holiday leave for the number of holiday hours applicable to their work schedule, as listed above.

Employees must be in a pay status or a paid time off status (i.e., leave, compensatory time off, compensatory time off for travel, or credit hours used) for at least one hour on their scheduled workday either before or after a holiday in order to be entitled to holiday leave. Employees who are in a non-pay status (e.g., leave without pay (LWOP) or absent

without leave (AWOL)) for their workdays both before and after a holiday may not receive compensation for that holiday.

WebTA Instructions:
> Record the applicable number of hours of "Leave—Holiday" (under the "Leave and Absence" heading").

Example: An employee on IFP does not work on a holiday.

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
(No Overtime transactions)																				
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		8	8	8	8	8		40	80

Holiday Work

"Holiday work" is work performed on a holiday (during holiday hours, as defined above) that is part of the regularly scheduled tour of duty or basic work requirement (e.g., 80 hours per biweek for a full-time employee on IFP).[1] Credit hours worked, overtime, and compensatory time worked are <u>not</u> holiday work and should not be performed during holiday hours.[2] Holiday work cannot be performed to substitute for time off on another day during the biweek (like credit hours).

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[1] Once an employee completes the holiday work hours, the employee may be authorized to work additional hours as set out in this document that may be recorded as regular hours (IFP/IFS only), credit hours (flexible schedules only), overtime, or compensatory time in lieu of overtime.

[2] Exception: Employees who are authorized to work religious compensatory time may do so during holiday hours. Employees will not receive holiday premium pay for religious compensatory time worked. Please see the Agency's Religious Compensatory Time policy for more information about requesting and working religious compensatory time.

Employees may <u>not</u> work on a holiday unless they are <u>required</u> to work or their business unit <u>authorizes</u> <u>them to</u> work voluntarily on the holiday.

Employees who perform holiday work are entitled to their rate of basic pay, plus holiday premium pay. Holiday premium pay is equal to an employee's rate of basic pay. As a result, employees receive double their usual rate of pay for holiday work. Holiday premium pay is subject to the biweekly premium pay cap (*see* 5 U.S.C. § 5547(a) and 5 CFR § 550.105).

If an employee is <u>required</u> to work on the holiday, the employee is entitled to a minimum of 2 hours of holiday premium pay, even if the employee works less than 2 hours. For example, if an OCIO employee is directed to restart a server on a holiday, and spends 15 minutes doing so, he or she is entitled to 2 hours of pay. This rule does not cover an employee who voluntarily works on a holiday.

Recording Holiday Work in WebTA

Technically, an employee is not using holiday leave when they are performing holiday work. Because of the way that WebTA is programmed, however, all employees must record "Leave—Holiday" under the "Leave and Absence" heading on WebTA, even if they perform holiday work and earn holiday premium pay during some or all of their holiday hours.

Employees must also accurately record the number of hours of holiday work using the "Holiday Worked" time code. Although holiday work is part of an employee's regularly scheduled tour of duty, WebTA lists the "Holiday Worked" time code under the "Overtime" heading.

Recording holiday work using both the "Leave—Holiday" and "Holiday Worked" time codes will properly provide holiday premium pay. However, all employees should accurately record holiday work performed using both time codes, even if they will not receive premium pay because they are subject to the biweekly premium pay cap.

Holiday Work: Rules for Specific Work Schedules

The links below provide specific rules and recording procedures for each work schedule. Employees should follow their business unit's instructions regarding authorization to work on a holiday.

1. **IFP/IFS**
2. **Flexible 8-Hour Schedule**
3. **Fixed 8-Hour Schedule**
4. **Fixed Compressed Work Schedule (5-4/9 or 4/10)**
5. **Flexible Part-time Schedule**
6. **Fixed Part-time Schedule**

1.   IFP/IFS

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to 8 hours. If an employee works more than 8 hours (up to a maximum of 12 for the day), the additional 4 hours may be recorded as regular hours, overtime (if authorized), compensatory time worked (if authorized), or credit hours worked (only if the work was voluntary).

WebTA Instructions:
1) Record 8 hours of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to 8 hours of "Holiday Worked" (under the "Overtime" heading)
3) Record up to 4 additional hours of:
   o "Regular Base Pay" (under the "Regular Time" heading)
   o Overtime (under the "Overtime" heading)
   o Compensatory time (under the "Comp Time/Credit Hours Worked" heading)
   o Credit hours worked (under the "Comp Time/Credit Hours Worked" heading)

Note: Because employees must record <u>both</u> "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours Taken" to determine the number of hours that count toward their biweekly basic work requirement.

Example 1a: An employee on IFP works 8 hours on a holiday. The 8 hours are holiday work. 8 hours count toward the 80-hour biweekly basic work requirement (even though the "Daily Total" is 16 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		16	8	8	8	8		48	88

Example 1b: An employee on IFP works 12 hours on a holiday. The first 8 hours are holiday work. The employee is authorized to work overtime and claims the next 4 hours as overtime. 8 hours count toward the 80-hour biweekly basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012		000000										4						4	4
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													12						12	12
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		20	8	8	8	8		52	92

Example 1c: An employee on IFP works 12 hours on a holiday. The first 8 hours are holiday work. The employee claims the next 4 hours as

regular time. 12 hours count toward the 80-hour biweekly basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code (Outside Group)	Prefix	Suffix	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	Oct 7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																			
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				8	8	8	8	8		40	4	8	8	8	4			32	72
Regular Time Total					8	8	8	8	8		40	4	8	8	8	4			32	72
Leave and Absence																			
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																			
(No Comp Time/Credit Hours Taken transactions)																			
Overtime																			
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012 000000												8						8	8
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																			
(No Comp Time/Credit Hours Worked transactions)																			
Daily Total					8	8	8	8	8		40	20	8	8	8	4			48	88

Voluntary Credit Hour Option for Authorized Employees on IFP/IFS

If an employee's business unit authorizes this option, employees who <u>voluntarily</u> work on the holiday may work up to 8 credit hours in addition to taking 8 hours of holiday leave. An employee choosing to work credit hours on the holiday is not performing holiday work and will not receive holiday premium pay. An employee who chooses this option may not work more than <u>8</u> credit hours and may <u>not</u> claim any regular time, overtime, or compensatory time.

Note: <u>Required</u> work on a holiday may <u>not</u> be claimed as credit hours and <u>must</u> be recorded as holiday work, even when an employee will not receive holiday premium pay because he or she is subject to the biweekly premium pay cap.

WebTA Instructions:
1) Record 8 hours of "Leave—Holiday" (under the "Leave and Absence" heading)
2) Record up to 8 credit hours worked (under the "Comp Time/Credit Hours Worked" heading)

Example 1d: An employee on IFP voluntarily works 8 hours on a holiday. The employee is authorized to use the Voluntary Credit Hour Option and chooses to claim the hours as credit hours. 8 hours of holiday leave count toward the 80-hour biweekly basic work requirement (even though

the "Daily Total" is 16 hours). The 8 credit hours count toward the 80-hour biweekly basic work requirement when the employee uses them.

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				8	8	8	8	8		40			8	8	8			24	64
Regular Time Total					8	8	8	8	8		40			8	8	8			24	64
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
CREDIT USED - IFP (Credit Hours Taken)	ANTIME-0000-059000 000000																8		8	8
Comp Time/Credit Hours Taken Total																	8		8	8
Overtime																				
(No Overtime transactions)																				
Comp Time/Credit Hours Worked																				
PREPARE ALL EXAMINER ACTIONS (Credit Hours Worked)	PPEAAM-0000-112012 000000												8						8	8
Comp Time/Credit Hours Worked Total													8						8	8
Daily Total					8	8	8	8	8		40		16	8	8	8	8		48	88

2.   Flexible 8-Hour Schedule

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to 8 hours (recorded in WebTA as 8 hours of "Leave—Holiday" and up to 8 hours of "Holiday Worked" as shown below). If an employee works more than 8 hours (up to a maximum of 12 for the day), the additional 4 hours may be recorded as overtime (if authorized), compensatory time worked (if authorized), or credit hours worked (if authorized and only if the work was voluntary).

WebTA Instructions:
1) Record 8 hours of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to 8 hours of "Holiday Worked" (under the "Overtime" heading)
3) Record up to 4 additional hours of:
    o Overtime (under the "Overtime" heading)
    o Compensatory time (under the "Comp Time/Credit Hours Worked" heading)
    o Credit hours worked (under the "Comp Time/Credit Hours Worked" heading)

Note: Because employees must record <u>both</u> "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours Taken" to determine the number of hours that count toward their biweekly basic work requirement.

Example 2a: An employee on a flexible 8-hour schedule works 8 hours on a holiday. The 8 hours are holiday work. 8 hours count toward the 80-hour biweekly basic work requirement (even though the "Daily Total" is 16 hours).

Activity Description (Transaction Type)	Account Code Outside Group	Prefix	Suffix	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	Oct 8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012 000000												8						8	8
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		16	8	8	8	8		48	88

Example 2b: An employee on a flexible 8-hour schedule works 12 hours on a holiday. The first 8 hours are holiday work. The employee is authorized to work overtime and claims the next 4 hours as overtime. 8 hours count toward the 80-hour biweekly basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix / Outside Group	Sep 30 / S	Oct 1 / M	2 / T	3 / W	4 / T	5 / F	6 / S	Wk 1	7 / S	8 / M	9 / T	10 / W	11 / T	12 / F	13 / S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012		000000										4						4	4
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													12						12	12
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		20	8	8	8	8		52	92

3.   Fixed 8-Hour Schedule

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to 8 hours (recorded in WebTA as 8 hours of "Leave—Holiday" and up to 8 hours of "Holiday Worked" as shown below). If an employee works more than 8 hours (up to a maximum of 12 for the day), the additional 4 hours may be recorded as overtime (if authorized) or compensatory time (if authorized).

Employees are performing holiday work and will receive holiday premium pay only for work performed during the employee's scheduled tour of duty. Work performed outside of the employee's scheduled tour of duty may be overtime (if authorized) or compensatory time (if authorized).

WebTA Instructions:
1) Record 8 hours of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to 8 hours of "Holiday Worked" (under the "Overtime" heading)
3) Record up to 4 additional hours of:
    o Overtime (under the "Overtime" heading)
    o Compensatory time (under the "Comp Time/Credit Hours Worked" heading)

Note: Because employees must record <u>both</u> "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday

Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours Taken" to determine the number of hours that count toward their biweekly basic work requirement.

Example 3a: An employee on a fixed 8-hour schedule works 8 hours on a holiday. The 8 hours during the employee's scheduled tour of duty are holiday work. 8 hours count toward the basic work requirement (even though the "Daily Total" is 16 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	Oct 8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total														8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total														8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		16	8	8	8	8		48	88

Example 3b: An employee on a fixed 8-hour schedule works 12 hours on a holiday. The 8 hours during the employee's scheduled tour of duty are holiday work. The employee is authorized to work overtime and claims the next 4 hours as overtime. 8 hours count toward the basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix / Outside Group	30 S	1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012		000000										4						4	4
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													12						12	12
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		20	8	8	8	8		52	92

Example 3c: An employee on a fixed 8-hour schedule, whose tour of duty is 9:00am to 5:30 pm, works 8 hours on a holiday between 1:30pm and 9:30pm. The 4 hours during the employee's scheduled tour of duty are holiday work. The employee is authorized to work overtime and claims the next 4 hours as overtime. 8 hours count toward the basic work requirement (even though the "Daily Total" is 16 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix / Outside Group	30 S	1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		8	8	8	8	8		40			8	8	8	8		32	72
Regular Time Total					8	8	8	8	8		40			8	8	8	8		32	72
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012		000000										4						4	4
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										4						4	4
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					8	8	8	8	8		40		16	8	8	8	8		48	88

4. Fixed Compressed Work Schedule (5-4/9 and (4/10)

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to the number of hours the employee was scheduled to work on that day (i.e., 8, 9, or 10 hours). If an employee works more than their scheduled hours (up to a maximum of 12 for the day), the additional 4, 3, or 2 hours may be recorded as overtime (if authorized) or compensatory time (if authorized).

Employees are performing holiday work and will receive holiday premium pay only for work performed during the employee's scheduled tour of duty. Work performed outside of the employee's scheduled tour of duty may be overtime (if authorized) or compensatory time (if authorized).

WebTA Instructions:
1) Record 8, 9, or 10 hours of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to 8, 9, or 10 hours of "Holiday Worked" (under the "Overtime" heading)
3) Record up to 4, 3, or 2 additional hours of:
   o Overtime (under the "Overtime" heading)
   o Compensatory time (under the "Comp Time/Credit Hours Worked" heading)

Note: Because employees must record both "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours Taken" to determine the number of hours that count toward their basic work requirement.

Example 4a: An employee on a 4/10 compressed schedule works 10 hours on a holiday. The 10 hours during the employee's scheduled tour of duty are holiday work. 10 hours count toward the basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix / Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		10	10	10	10			40			10	10	10			30	70
Regular Time Total					10	10	10	10			40			10	10	10			30	70
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										10						10	10
Leave and Absence Total													10						10	10
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										10						10	10
Overtime Total													10						10	10
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					10	10	10	10			40		20	10	10	10			50	90

Example 4b: An employee on a 4/10 compressed schedule works 12 hours on a holiday. The 10 hours during the employee's scheduled tour of duty are holiday work. The employee is authorized to work overtime and claims the next 2 hours as overtime. 10 hours count toward the basic work requirement (even though the "Daily Total" is 22 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix / Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		10	10	10	10			40			10	10	10	10		40	80
Regular Time Total					10	10	10	10			40			10	10	10	10		40	80
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										10						10	10
Leave and Absence Total													10						10	10
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012		000000										2						2	2
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										10						10	10
Overtime Total													12						12	12
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					10	10	10	10			40		22	10	10	10	10		62	102

Example 4c: An employee on a 4/10 compressed schedule, whose tour of duty is 8am to 6:30pm, works 10 hours on a holiday between 10am and 8:30pm. The 8 hours during the employee's scheduled tour of duty are holiday work. The employee is authorized to work overtime and claims the next 2 hours as overtime. 10 hours count toward the basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code Outside Group	Prefix	Suffix	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	Oct 7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				10	10	10	10			40			10	10	10			30	70
Regular Time Total					10	10	10	10			40			10	10	10			30	70
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												10						10	10
Leave and Absence Total													10						10	10
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012 000000												2						2	2
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012 000000												8						8	8
Overtime Total													10						10	10
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					10	10	10	10			40		20	10	10	10			50	90

5.   Flexible Part-time Schedules

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to the number of hours the employee was scheduled to work on that day, not to exceed 8 hours. An employee may not work more than his or her scheduled number of hours on a holiday.

If an employee was scheduled to work more than 8 hours on the holiday, the additional hours worked may be recorded as regular time. An employee scheduled to work more than 8 hours who does not work all of their scheduled hours may request permission to work the remaining hours on a different day in the biweek or take leave (annual leave, compensatory time, or leave without pay).

WebTA Instructions:

1) Record scheduled number of hours (up to 8) of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to scheduled number of hours (up to 8) of "Holiday Worked" (under the "Overtime" heading)
3) If scheduled to work over 8 hours, record up to number of scheduled hours over 8 of:
   o Additional hours worked as "Regular Base Pay" (under the "Regular Time" heading)
   o Additional hours not worked as:
      ▪ Annual leave (under the "Leave and Absence" heading)
      ▪ Compensatory time off (under the "Comp Time/Credit Hours Taken" heading)
      ▪ Leave without pay (under the "Leave and Absence" heading)

Note: Because employees must record both "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours Taken" to determine the number of hours that count toward their basic work requirement.

Example 5a: An employee on a flexible part-time schedule, who was scheduled to work 4 hours, works 4 hours on a holiday. The 4 hours are holiday work. 4 hours count toward the basic work requirement (even though the "Daily Total" is 8 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000			4	4	4	4	4	20			4	4	4	4		16	36
		Regular Time Total				4	4	4	4	4	20			4	4	4	4		16	36
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										4						4	4
		Leave and Absence Total											4						4	4
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										4						4	4
		Overtime Total											4						4	4
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
		Daily Total				4	4	4	4	4	20		8	4	4	4	4		24	44

Example 5b: An employee on a flexible part-time schedule, who was scheduled to work 10 hours, works 10 hours on a holiday. The first 8 hours are holiday work. The employee claims the next 2 hours as regular time. 10 hours count toward the basic work requirement (even though the "Daily Total" is 18 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		4	4	4	4	4		20		2	2		4	4		12	32
Regular Time Total					4	4	4	4	4		20		2	2		4	4		12	32
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													8						8	8
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					4	4	4	4	4		20		18	2		4	4		28	48

Example 5c: An employee on a flexible part-time schedule, who was scheduled to work 10 hours, works 8 hours on a holiday. The 8 hours are holiday work. The employee takes annual leave for the remaining 2 scheduled hours. 10 hours count toward the basic work requirement (even though the "Daily Total" is 18 hours).

Activity Description (Transaction Type)	Account Code	Prefix	Suffix (Outside Group)	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012		000000		4	4	4	4	4		20		2		4	4			10	30
Regular Time Total					4	4	4	4	4		20		2		4	4			10	30
Leave and Absence																				
LEAVE - ANNUAL LEAVE (Annual Leave)	ANTIME-0000-051000		000000										2						2	2
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201		000000										8						8	8
Leave and Absence Total													10						10	10
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012		000000										8						8	8
Overtime Total													8						8	8
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					4	4	4	4	4		20		18	2		4	4		28	48

6. Fixed Part-time Schedules

Any employee required or authorized to work on a holiday may perform holiday work and receive holiday premium pay for up to the number of hours the employee was scheduled to work on that day. An employee may not work more than his or her scheduled number of hours on a holiday.

Employees are performing holiday work and will receive holiday premium pay only for work performed during the employee's scheduled tour of duty. Work performed outside of the employee's scheduled tour of duty may be overtime (if authorized) or compensatory time (if authorized).

WebTA Instructions:
1) Record scheduled number of hours of "Leave—Holiday" (under the "Leave and Absence" heading")
2) Record up to scheduled number of hours of "Holiday Worked" (under the "Overtime" heading)

Note: Because employees must record both "Leave – Holiday" (even if they perform holiday work) and their holiday work hours under "Holiday Worked," the "Daily Total" in WebTA will not accurately reflect the total number of hours worked. Employees should total their hours under "Regular Time," "Leave and Absence," and "Comp Time/Credit Hours

Taken" to determine the number of hours that count toward their biweekly basic work requirement.

Example 6a: An employee on a fixed part-time schedule, who was scheduled to work 10 hours, works 10 hours on a holiday. The 10 hours during the employee's scheduled tour of duty are holiday work. 10 hours count toward the basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code Outside Group	Prefix	Suffix	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	Oct 8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																				
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012 000000				4	4	4	4	4		20		2		4	4			10	30
Regular Time Total					4	4	4	4	4		20		2		4	4			10	30
Leave and Absence																				
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201 000000												10						10	10
Leave and Absence Total													10						10	10
Comp Time/Credit Hours Taken																				
(No Comp Time/Credit Hours Taken transactions)																				
Overtime																				
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012 000000												10						10	10
Overtime Total													10						10	10
Comp Time/Credit Hours Worked																				
(No Comp Time/Credit Hours Worked transactions)																				
Daily Total					4	4	4	4	4		20		20	2		4	4		30	50

Example 6b: An employee on a fixed part-time schedule, who was scheduled to work 10 hours from 8am to 6:30pm, works 10 hours on a holiday between 10am and 8:30pm. The 8 hours during the employee's scheduled tour of duty are holiday work. The employee is authorized to work overtime and claims the next 2 hours as overtime. 10 hours count toward the basic work requirement (even though the "Daily Total" is 20 hours).

Activity Description (Transaction Type)	Account Code	Prefix Suffix / Outside Group	Sep 30 S	Oct 1 M	2 T	3 W	4 T	5 F	6 S	Wk 1	7 S	8 M	9 T	10 W	11 T	12 F	13 S	Wk 2	Total
Regular Time																			
PREPARE ALL EXAMINER ACTIONS (Regular Base Pay)	PPEAAM-0000-112012	000000		4	4	4	4	4		20			2		4	4		10	30
Regular Time Total				4	4	4	4	4		20			2		4	4		10	30
Leave and Absence																			
LEAVE - HOLIDAY (Admin/Excused Absence)	ANTIME-0000-051201	000000										10						10	10
Leave and Absence Total												10						10	10
Comp Time/Credit Hours Taken																			
(No Comp Time/Credit Hours Taken transactions)																			
Overtime																			
PREPARE ALL EXAMINER ACTIONS (Over 40 Overtime)	PPEAAM-0000-112012	000000										2						2	2
PREPARE ALL EXAMINER ACTIONS (Holiday Worked)	PPEAAM-0000-112012	000000										8						8	8
Overtime Total												10						10	10
Comp Time/Credit Hours Worked																			
(No Comp Time/Credit Hours Worked transactions)																			
Daily Total				4	4	4	4	4		20		20	2		4	4		30	50

Traveling on a Holiday

Employees required to travel on a holiday should claim holiday leave and are not entitled to premium pay for holiday work. Employees who are traveling may not claim regular time or travel compensatory time during their holiday hours.

Employees on flexible schedules may claim travel compensatory time for travel time in excess of 8 hours or for travel time that occurs outside the time bands during which employees must satisfy their basic work requirement (e.g., 5:30 a.m. to 10:00 p.m. for an employee on IFP). Employees on fixed schedules may claim travel compensatory time for travel that occurs outside their scheduled tour of duty. The time in which travel occurs is determined by an employee's local time zone; the time in which an airplane flight occurs is determined by the time zone in which the flight originated.

Please see the Agency's Compensatory Time Off for Travel policy for more information about claiming travel compensatory time.