

HOLIDAY CODING

10 paid holidays per year

HOL - all benefited employees will code **HOL** on time sheet, this includes benefited seasonals.
Even if you work on a holiday you still code HOL.

If a seasonal works on a holiday, code **HOW**.

If you work on a holiday and your classification is one of the following, code **HOA**:

Administrative Assistant 1	Office Specialist 1
Administrative Assistant 2	Office Specialist 2
Customer Service Rep. 2	P&R Climbing Ranger
Engineering Technician, P&R	P&R Recreation Site Maintenance Foreman
Financial Support Technician	P&R Ranger
Financial Technician	Personnel Technician
Grants/Contracts Program Specialist	Public Information Specialist
IT Information Systems Technician	Receptionist
IT Information Systems Technician Sr.	Technical Records Specialist 1
Maintenance Craftsman	Technical Records Specialist 2
Maintenance Craftsman, Senior	Trainer Associate (Off Highway Vehicle Trainer)
Office Services Supervisor 2	Utility Craftsman

If you work on a holiday and your classification is one of the following, code **HOS**:

Engineer, Manager 1	P&R Manager 3
Financial Officer	P&R Manager, Assistant
Financial Specialist	P&R Natural Resource Manager
Financial Specialist, Senior	P&R Non-Motorized Trails Program Coordinator
Grants/Contracts Management Supervisor	P&R Outdoor Rec. Program Training Coordinator
Human Resource Officer	P&R Planning Development Supervisor
IT Network Analyst, Senior	P&R Program Training Coord.
IT Program Analyst Senior	P&R Recreation Program Manager
IT Resource Manager	P&R Trails Program Coordinator
IT Systems Analyst	Planner
Lands Program Specialist	Planner, Socioeconomic Senior
Management Assistant	Program System Specialist – Automated
Natural Resource Program Coordinator	Project Coordinator
P&R Boating Law Enforce. Training Coordinator	Outdoor Recreation Program Specialist
P&R Interpretive/Environmental Coordinator	Public Information Officer
P&R Manager 2	Volunteer Services Coordinator

HOA: Holiday Overtime Accrued – earns overtime at time & a half for hours worked on a holiday

HOS: Holiday Overtime Straight – earns overtime at straight time for hours worked on a holiday

HOW: Holiday Overtime Worked – pays time & a half for hours worked on a holiday