

EARN TRANSACTIONS FOR HOLIDAY CREDIT

HOLIDAY CREDIT (HC) - EARN TRANSACTION CODES

EARN - HOL ON RDO (RD)	
WWG 2	Use when an observed premium or regular holiday falls on the employee's regularly scheduled day off and the employee is excused from work.
WWG E/SE	Use when an observed holiday falls on an employee's normal day off, and the employee does not work.
CalHR HR Manual, 1503 - AWW Schedule Policy for WWG 2, Page 5	Use when an a holiday falls on an employee's normally scheduled 4-hour day, while working a 9/8/80 schedule.
EARN - STATE HOL (SH)	
BU 06, Article 15.15(C)	Use to post hours for holidays that occurred during an employee's tenure at the BCOA.
BU 06, Article 17.12	Use to post quarterly holiday hours effective January 1, April 1, July 1, October 1 for permanent full-time Fire Captains.
BU 07, Article 7.8(C.1) DSH/DDS	Use to post holiday hours in lieu of state holidays for Fire Fighters (7k) at DSH/DDS.
BU 07, Article 7.9(D.2) DOM/Parks & Rec	Use to post holiday hours in lieu of state holidays for Firefighter/Security Officer and FireFighters at Military Department or Parks and Recreation
BU 08, Article 10.1.1	Use to post Floating Holidays.
BU 12, Article 9(A)*	Use to post holiday hours in lieu of state holidays.
BU 13, Article 8.1(A)*	Use to post holiday hours in lieu of state holidays.
CalHR HR Manual, Section 1414 - See PML 2004-026, Special Pay Provisions, Question #2	Use to post holiday hours earned while on Temporary Disability.
Permanent Intermittent	Use to post holiday hours for Permanent Intermittent employees.

*The SH transaction code may be used when departments want to track employees who "earn and burn" the holiday.

EARN - IN LIEU PH (09)**	
BU 06, Article 10.11(C)	Use to post Holiday Credit in lieu of a Personal Holiday for the July leave period.
BU 07, Article 7.8(C.1)	Use to post Holiday Credit in lieu of a Personal Holiday to Fire Fighters (7k) at DSH/DDS for the July leave period.
BU 12, Article 9(C)	Use to post Holiday Credit in lieu of a Personal Holiday for the July leave period.
BU 13, Article 8.1(C)	Use to post Holiday Credit in lieu of a Personal Holiday for the July leave period.
California Gov't Code, Title 2, Div. 5, Part 2.6, Chapter 2.5, Article 1, Section 19853(e)	Use to post holiday hours for employees electing to receive 8 hours of holiday credit for the fourth Friday in September, known as "Native American Day," in lieu of receiving a personal holiday. NOTE: Personal Holiday Accrue transaction for the same fiscal year must be voided when posting HC09.
EARN - HOL ON SAT (12)**	
FT EMPLOYEES	Use to post holiday hours when a holiday falls on a Saturday.

**HC09 transactions are posted to the July leave period. HC12 transactions are posted to a month containing a holiday that falls on a Saturday. The State Controller's Office automatically posts HC09 and HC12 transactions for most employees.