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

If you work on a holiday and your classification is one of the following, code HOS:
- Engineer, Manager 1
- Financial Officer
- Financial Specialist
- Financial Specialist, Senior
- Grants/Contracts Management Supervisor
- Human Resource Officer
- IT Network Analyst, Senior
- IT Program Analyst Senior
- IT Resource Manager
- IT Systems Analyst
- Lands Program Specialist
- Management Assistant
- Natural Resource Program Coordinator
- P&R Boating Law Enforce. Training Coordinator
- P&R Interpretive/Environmental Coordinator
- P&R Manager 2
- P&R Manager, Assistant
- P&R Natural Resource Manager
- P&R Non-Motorized Trails Program Coordinator
- P&R Outdoor Rec. Program Training Coordinator
- P&R Planning Development Supervisor
- P&R Program Training Coord.
- P&R Recreation Program Manager
- P&R Trails Program Coordinator
- Planner
- Planner, Socioeconomic Senior
- Program System Specialist – Automated
- Project Coordinator
- Outdoor Recreation Program Specialist
- Public Information Officer
- 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