

GUIDANCE: Reporting Holiday and Special Day Off into TimePro

For recording the Christmas (December 26 and 27) & New Year (December 30 and January 2) holidays - please refer to the [Holiday Reporting Flowchart](#) for guidance.

For recording the Special Day Off (December 28 and 29) - please refer to the [Special Day Off Reporting Flowchart](#) for guidance.

General points when reporting the Holiday:

For employees who **worked** the holiday... two (2) entries are required:

- 1st entry –indicate “worked” hours as NORM
- 2nd entry –indicate “regularly scheduled” hours as either:
 - HOL - if you want to be “paid”
 - or
 - HOLS - if you want to add the hours to your vacation bank

For employees who **did not work** the holiday and it falls on a normally scheduled work day:

- Enter your “regularly scheduled” hours as HOL

For employees that the holiday does not fall on your “regularly scheduled” day and you did not work:

- Enter one fifth of your weekly scheduled hours as HOLS (Holiday Saved); these hours will be added to your vacation bank

General points when reporting the Special Day Off:

For employees who **worked** the Special Day Off... two (2) entries are required:

- 1st entry – indicate “worked” hours as NORM
- 2nd entry - indicate “regularly scheduled” hours as SDOS (Special Day Off Saved); these hours will be added to your vacation bank

For employees who **did not work** the Special Day Off and it falls on a normally scheduled work day:

- Enter your “regularly scheduled” hours as SDO (Special Day Off)

For employees that the Special Day Off does not fall on your “regularly scheduled” day and you did not work:

- No entry is required - you are not eligible for the Special Day Off benefit