When you work on a holiday, the default pay in Kronos is to be paid for the holiday. This will automatically calculate based on you clocking in/ out for your shift. On a non- premium holiday, Kronos will calculate **'Holiday Worked - Paid for Hol'** (HWPY). On a premium holiday, Kronos will calculate **'Hol.Prem. Worked - Paid'** (HPWP).

A few pay codes have been added to Kronos time off requests to allow for you to communicate your preference in pay on the holiday.

If the rules of your contract state that you have the option to comp the holiday on a holiday that you work, submit a time off request for **'Work on Holiday-CT'** for that day. This is an informational pay code that will not pay. It is used to trigger the timekeeper or supervisor to update your timecard to comp the holiday rather than pay it. When your timecard is updated, you should expect to see **'Holiday Worked - Comp. Earned'** (HWCE) on a non- premium holiday or **'Hol.Prem. Worked - Comp Earned'** (HPWC) on a premium holiday.

If the rules of your contract state that you have the option to comp the holiday that is your pass day, submit a time off request for **'Holiday Comp Earned on Pass Dy'** (HXCE) for that day. If you would like to get the pay for the holiday, submit a time off request for **'Holiday Paid on Pass Day'** (HXP).

If you would like to request time off on a holiday that you are scheduled for, submit a time off request for '**Holiday RDO**'. This is an informational pay code that will not pay. If approved, it is used to trigger the timekeeper or supervisor to remove your schedule for the holiday. You will be paid **'Holiday'** (HOL).

If you call out sick on a holiday, submit a time off request for ***'* Holiday Taken on Holiday Sick*'*** (HS).