**Reporting Holiday Comp Time – Full-Time Employees**

There are three options for reporting time on Holidays:

1. You took the holiday off.
2. You worked the entire day.
3. You worked part of a day.

**Option 1.** You took the holiday off. You do not need to report the holiday. The system automatically puts the holiday in for you. **You do not need to report any time in the system.**

**Option 2.** You worked the entire day.

If you WORKED the entire day on the holiday, you will report 8 hours of **HCTES** which means *holiday comp time earned straight time*. The system will generate 8 hours of holiday comp time for you to use at a later date **but within 120 days.**

**Option 3:** You worked part of the day.

If you worked 2 hours on the holiday, (and took 6 hours off) you would report 2 hours of **HCTES.** This means you have earned two hours of holiday time to be used within 120 days. **You would also add the holiday hours – 8 HOL.**