

<b>HUMAN RESOURCES MEMORANDUM 02-024</b>	DATE ISSUED: 07/31/2002
SUBJECT: <b>ALTERNATE WORK WEEK SCHEDULES – EARNING HOLIDAY CREDIT – Bargaining Units 1, 4, 10, 11, 14 and 15</b>	REFERENCE: None
TO: Personnel Liaisons; Attendance Clerks	SUPERCEDES: None

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**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

Due to new contract provisions in Bargaining Units (BU's) 1, 4, 10, 11, 14 and 15 employees on Alternate Work Week Schedules (AWWS) whose **regular day off falls on a holiday** now receive holiday credit instead of excess hours.

In the past, employees were required to use the EH-EARN global leave alias when reporting their time in Project Accounting and Leave (PAL) along with the appropriate number of hours when their regular day off occurred on a holiday. **With the new provisions employees are now required to use the HC-EARN global leave alias when reporting their time.**

Additional PAL posting instructions may be obtained by accessing the PAL Holiday Entries chart found on [PAL webpage](#)

Questions regarding this memorandum should be directed to your assigned Personnel Services Specialist or Supervisor.

JINNY MUNRO, Manager  
Labor Relations

JM:JEB

cc: Personnel Transactions Unit  
Personnel Analysts