## BU 01/10 Holiday Pay on an Applicable Leave Without Pay Employee enters LWOP (include Start Holiday on LWOP) Note: Leave Keeper must ensure LWOP is entered. May also enter on behalf of EE. Generate ePar and e-mail a copy to Should EE get Update Employee's Holiday Pay? Payroll Job Data Effective Date: Holiday date to pay Action: Pay Rate Change Action Reason: Payment for Holiday Double check to ensure LWOP is entered on the Inform EE they're not entitled to End Holiday Pay Review "Payable **Use Additional Pay** Receives ePAR Time Detail" to see EE got paid on to process Holiday that LWOP was on a the Holiday? pay on the next Use earn code "RG1" Enter Holiday (1 day) pay amount No action necessary