

Work on Legal Holiday

UW System observes nine legal holidays per year. Visit the UW System page for additional details and leave policies: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

Working a Legal Holiday

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Select *HOLWK* from the **Time/Absence Code** list for the date that was worked
NOTE: Hours should already be defaulted into the **Quantity** field.
4. Click the **Submit** button.
 - *Reported Hours* field will reflect all Time and Absence hours submitted for that period.
 - The [Submitted icon](#) will appear in the *status* column.

Working for Part of a Legal Holiday

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Update the hours in the **Quantity** field to reflect hours the legal holiday time being used.
4. Click the **plus sign** to add another row for that date.
5. Enter the hours worked in the **Quantity** field.
6. Select *HOLWK* from the **Time/Absence Code** list.
7. Click the **Submit** button.
 - *Reported Hours* field will reflect all Time and Absence hours submitted for that period.
 - The [Submitted icon](#) will appear in the *status* column.

